

JOB OPENING AT VIRGINIA OFFICE OF EMS

Link: <https://www.jobs.virginia.gov/jobs/division-director-emergency-operations-richmond-virginia-united-states>

Division Director - Emergency Operations

- 5093737
- Richmond, Virginia, United States
- Virginia Department of Health
- Public Safety
- Full-Time (Salaried)
- Closing at: Nov 13 2025 - 23:55 EST
- Virginia Department of Health

Title: Division Director - Emergency Operations

State Role Title: Emergency Coordinator Mgr I

Hiring Range: \$92,770 - \$102,500

Pay Band: 5

Agency: Virginia Department of Health

Location: Dept of Health

Agency Website: www.vdh.virginia.gov.

Recruitment Type: General Public - G

Job Duties

This position serves as the Emergency Operations Division Manager in the Office of Emergency Medical Services and is the subject matter expert on all matters of preparedness, response, recovery and mitigation of large-scale emergency events/disasters. Applies their knowledge of the types of emergency services required in connection with natural and man-made disasters and the technical and administrative details associated with the services; provides information, guidance, direction, advice, and response to a wide variety of clients statewide. Also performs managerial and technical work ranging from moderate to considerable difficulty and is responsible for managing

resources ranging from a major area, program, or hazardous situation within an agency to directing field operations to include prioritization of key tasks resulting from assessments and knowledge of plans to be executed. Characteristic duties include program development, planning, emergency operations education and training, monitoring, analysis, budget and grant management, recommending policies and procedures, program research, and evaluating changes in rules, regulations and legislative proposals for impact on service delivery. Position may be required to enter hazardous environments for the purpose of assessment or mitigation and to direct planning, safety, and field operation activities. During emergency events, this position may have significantly extended workdays. Frequent internal and external contacts among all levels of government and the private sector are required.

Minimum Qualifications

- Comprehensive working knowledge of the principles, practices, and techniques of emergency preparedness and emergency management. Knowledge of state & federal Disaster Laws. Ability to direct planning, safety and field operations from the Emergency Support Center (ESC) and/or the state's Emergency Operation Center (EOC).
- Ability to work with officials at all levels of government
- Demonstrated work experience in conducting research, project management, report writing, oral communications and presentation skills.
- Demonstrated ability and experience to work with diverse groups and to collaborate on team projects
- Substantial work experience demonstrating supervising and managing emergency response personnel
- Considerable work experience in emergency management at local, state or federal level with strong program management, evaluation, analysis, planning and budgeting.

Additional Considerations

- Training/experience in emergency management-related field is preferred
- Knowledge of duties and functions of various public safety organizations preferred
- Certified Emergency Management from Virginia Emergency Management Association or the International Association of Emergency Managers or an equivalent desired.
- Current pre-hospital certification Emergency Medical Technician- Basic or higher desired.

Special Instructions

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to “Your Application” in your account to check the status of your application for this position.

VDH accepts only on-line applications. Faxed, mailed, or e-mailed applications will not be considered. Applications are accepted until 11:55 p.m. on the job closing date.

Applications and/or resumes should include relevant work history which indicates your qualifications for this position. Supplemental questions are encouraged to be answered in a comprehensive manner and reference any pertinent knowledge, skills, and abilities as well as any previous experience that relates to the position. Employment is contingent upon satisfactory results of a state and federal criminal history background check and the Department of Social Service’s Child Abuse and Neglect Central Registry check, U.S.HHSIG Exclusion List check, employment reference check and E-Verify. Other financial, credit, driving ,background checks or completion of Statement of Economic Interests maybe required for certain positions. It is the policy of the Commonwealth and VDH that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions. VDH employees have a shared Code of Ethics, which can be found in the bottom banner of our website:

www.vdh.virginia.gov.

If you have been affected by DHRM Policy 1.30 layoff and possess a valid Interagency Placement Screening Form (Yellow Card) or a Preferential Hiring Form (Blue Card), you must submit the card before the closing date for this position. The Card may be submitted with the state application as an attachment.

As a V3 (Virginia Values Veterans) employer VDH Welcomes Veterans to apply!

The Virginia Department of Health offers 12 paid holidays, medical, dental, vision and life insurance, retirement plans (including 401a Cash Match and 457 Deferred Compensation Plan) as well as sick, family/personal, and annual leave.

Contact Information

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In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their AHP Letter (formerly COD) provided by the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Service-Connected Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their AHP Letter. Requesting an AHP Letter can be found at [AHP Letter](#) or by calling DARS at 800-552-5019.

Note: Applicants who received a Certificate of Disability from DARS or DBVI dated between April 1, 2022- February 29, 2024, can still use that COD as applicable documentation for the Alternative Hiring Process.

Each agency within the Commonwealth of Virginia is dedicated to recruiting, supporting, and maintaining a competent and diverse work force. **Equal Opportunity Employer**