



El Dorado County Emergency Services Authority

Policy Subject Matter: **Executive Director Position Description**
Review Date:
Revision Date:
Creation Date: **12.17.2019**

I. Purpose:

The purpose of this policy is to establish the job description for and describe the essential functions and qualifications of the Executive Director of the El Dorado County Emergency Services Authority (JPA).

II. Position Summary:

The Executive Director provides leadership and executive oversight to the JPA. The Executive Director plans, organizes, directs, coordinates, and evaluates the operations of the JPA. Under the direction of and in collaboration with the Board of Directors, the Executive Director conducts on-going opportunity analysis to determine key performance management issues and to provide sound financial management. The Executive Director utilizes theory-based program design, implementation, and evaluation strategies and provides data to guide ongoing short- and long-term system development. The Executive Director facilitates strategic planning with the Board for the JPA.

III. Position Duties:

1. Develops annual budgets and monitors expenses for all cost centers with the JPA.
2. Plans, organizes, implements, and evaluates all operations activities relative to the provision of emergency medical treatment and transport within the jurisdiction of the JPA.
3. Prepares strategic plans and system reports to include recommendations relative to revisions, implementation or discontinuation of specific system elements.
4. Participates in internal and external committees, task forces, advisory groups and professional organizations.
5. Ensures compliance with all written contracts and agreements.
6. Develops and maintains collaborative professional relationships with Fire District Chiefs and Board Members, JPA Board of Directors, and other members of the EMS community.
7. Develops and implements JPA policies and procedures.
8. Successfully manages projects to their timely conclusion within budgetary guidelines.
9. Establishes and monitors quality improvement indicators and measurements for JPA operations.
10. Demonstrates behaviors that model the JPA's mission and philosophy.
11. Ensures the JPA meets all local, state and federal mandates, laws and regulations.
12. Other related duties as assigned.

IV. Minimum Position Requirements:

1. Education

- Bachelor's degree in public administration, finance, business management, risk management or a related field or required equivalent experience. Master's degree (preferred).

2. Licensure/Certification/Registration Required

- Possession of and ability to maintain a valid California Class C Driver's License is required.
- Must be at least 18 years of age.
- Must be able to provide proof of eligibility to work in the United States.

3. Knowledge/Skills Required

- Ability to work collaboratively and effectively with Board Chair and JPA members
- Thorough knowledge of Ralph M. Brown Act and its implications for public agencies
- Able to negotiate sensitive negotiations with various agencies and vendors
- Strong budget and finance skills; able to manage to budget and explain financial status of agency to Board and public
- Demonstrated capacity for process improvement (experience with PM preferred)
- Demonstrated knowledge of EMS system requirements.
- Knowledge of computer applications in order to perform accurate word processing and record-keeping functions.
- Established supervisory skills, able to manage and lead office staff effectively and constructively
- Both verbal and written communication skills with good working knowledge of English grammar and basic record-keeping procedures.
- Ability to prioritize tasks as well as the ability to follow written and verbal instructions with a minimum of direction and supervision.
- Excellent interpersonal skills and the ability to work well with people from multiple disciplines and organizations.
- Effective negotiation and stress management skills.
- Ability to adjust to changing job requirements, priorities, and unusually heavy pressure.
- Ability to provide service-oriented customer assistance in a professional and courteous manner and to demonstrate cultural/spiritual sensitivity to diverse populations.
- Ability to be assertive, collaborative, self-directed and accountable for outcomes.

4. Experience Desired

- A minimum of five (5) years' experience in managing a public agency.
- Demonstrated experience in delivering and/or managing prehospital emergency services.
- Strong financial management background.
- Fire services management background (preferred).
- Experience in a Joint Powers Authority (preferred).
- Demonstrated ability to effectively facilitate diverse group of Board members

V. Working Conditions:

1. Regularly drives throughout entire area of El Dorado County on JPA business.

2. Regularly required to work evenings or early mornings to attend various Board of Director and Committee meetings.
3. Occasionally required to travel out of county for EMS Commission and other EMS-related professional meetings.
4. Works in fast-paced, high-volume environment with frequent interruptions and changing priorities.
5. Regularly works with both large and small groups as well as with individuals.
6. Occasionally deals with people who are angry, frustrated, or upset.

VI. Physical Demands of Position:

While performing the duties of this job, the employee is frequently required to use hands and fingers to, handle or grasp objects, type on a keyboard, manipulate office equipment. The employee is frequently required to sit, stand, and walk. The employee is occasionally required to reach with hands and arms, kneel, crouch, or squat. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee must have the ability to: operate a personal computer, read small print on documents, hear and speak well enough to communicate over the telephone and in person.

VII. ENVIRONMENTAL ELEMENTS AND WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in varying emotional states. Must be able to pass a pre-employment physical and background investigation, including fingerprinting.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED. THEY ARE NOT INTENDED TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILLS REQUIRED FOR AN INDIVIDUAL IN THIS POSITION.