



Deputy Director Job Description

Approved:

Director Denise J. Prugh

Date:

7/1/2017

Job Summary

This is a full time position that will have the ultimate responsibility of management and oversight of JCESA personnel. The Deputy Director supervises the Operational Lieutenants and Captain. The Deputy Directors goal will be to ensure our volunteer partners are receiving efficient and effective assistance from JCESA personnel during operational incidents and while in the fire station. The JCESA Personnel serve as supplemental staffing for the volunteer Fire Departments within Jefferson County West Virginia. The JCESA Operational Officers are responsible for:

- Scheduling of JCESA personnel.
- Managing overtime and backfill of vacant positions.
- EMS equipment and supply purchases for the County (to include oversight of narcotic security and purchasing).
- Logistical support (radio's, phones, computers and supplies necessary to efficiently run the operations of the JCESA).
- Required Safety oversight for career personnel (Gear cleaning, purchasing of Gear, physicals, fit testing and purchasing of proper uniforms).
- Community engagement (Community training and education programs).
- Personnel evaluations.
- Supervisory files.
- Resource deployment.
- EMS equipment maintenance and drug rotation.

The Deputy Director reports directly to the Director of Jefferson County Emergency Services Agency. In the absence of the Director, the Deputy Director assumes the duties of the Director.

FLSA Status

Exempt

Major Duties and Responsibilities

Deputy Director Obligations

- Able to provide direct supervision to JCESA Lieutenants and the Operational Captain.
- Assist the Director and Board with the development of various professional records keeping systems, recommends and implements modifications to management systems, data gathering systems, programs, and operating guidelines as appropriate.
- Gathering data and preparing monthly Fire and EMS reports.
- Direct involvement with the Director on any disciplinary actions and corrective measures.
- Establish and maintain cooperative working relationships with our volunteer partners in conjunction with the Director, or in the absence of the Director, as a liaison. May act as liaison at City, County and State levels, as well as to fire department personnel, hospitals,



training facilities, general public and other outside agencies. May be required to participate in professional organizations as needed.

- Implement or assist with Incident Command on emergency incidents (at the Volunteers discretion).
- Assist the Director in managing the budget set by JCESA.
- Works with the Chiefs Committee reference the County Operating Guidelines to develop and implement new policies and procedures.
- Will respond to major incidents during off duty hours to assist local resources.

Qualifications / Requirements:

- Possession of, or ability to obtain, a valid West Virginia EMS certification as an EMT or Paramedic. This West Virginia certification must be maintained in active status throughout employment. (If not West Virginia certified at time of employment, must be able to obtain in ninety (90) days of employment.)
- Pro Board Certification as a Fire Officer II.
- Minimum of three (3) years career experience as a certified Fire and EMS Officer.
- Ability to exercise sound independent judgment in the best interest of JCESA.
- WV, ProBoard, or FSDOA Incident Safety Officer Certification.
- WV, ProBoard, or FDSOA Health & Safety Officer certification.
- Hazardous Materials Awareness & Operations
- NIMS 100 – 200 – 300 – 400 – 700 – 701 – 701.a - 702 – 702.a - 703 – 703.a - 704 – 800

Preferred Qualifications

- Bachelor's degree.
- Previous experience as a Paramedic.
- Pro Board, WV, or IFSAC certification as a Fire Officer III.