



Director Job Description

Approved:

Director Denise J. Pugh

Date: 7/03/2017

Job Summary

This is a full-time position that manages the day-to-day operations of the Jefferson County Emergency Services Agency (JCESA) by providing leadership, strategic planning support, developing an annual budget, controlling expenses, formulating policies and effectively managing the response and delivery of EMS while crafting a collaborative relationship with the local Volunteer Fire Departments, while ensuring compliance with local and state regulations and guidelines governing Fire and Emergency Medical Services.

FLSA Status

Exempt

Supervision Received and Exercised

- Receives direction from the JCESA Board of Directors

Major Duties and Responsibilities

- Overall responsibility of JCESA employees and services.
- Develops objectives and implements policies, procedures, and operating standards.
- Monitors programs, operations, and personnel for compliance with local, state rules, regulations, and guidelines.
- Prepares and manages JCESA budget. Along with JCESA Chairman presents budget requests to Jefferson County Commission. Approves expenditures and recommends adjustments as necessary. Keeps JCESA Chairman informed of all contacts with Jefferson County Commissioners.
- Represents JCESA and serves a liaison at City, County, and State levels, to Jefferson County Commission and outside agencies and professional organizations.
- Keeps informed of national trends in Fire and Emergency Medical Services including innovations in education, services, and response to change.
- Analyzes existing and proposed legislation to determine impact on Fire and Emergency Medical Services.
- Researches and prepares applications for Federal, State and private grants to implement programs and administer grants.
- Primary Fire and EMS representative when the Emergency Operations Center is activated.

Qualifications

- Bachelor's Degree in Fire Administration, Emergency Medical Service or related field.
- Pro Board, WV, or IFSAC certification as a Fire Officer III.



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- Nationally Registered or West Virginia certified EMT-P, Paramedic or EMT.

Preferred Qualifications

- Master's degree in a related field.
- Previous experience as a Chief level Officer.