



Jefferson County Emergency Services Agency Administrative Policy

AP 1890

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Job Description: Director

Board Approval:

R M Kelly

Date: 4/26/16

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
- Direct supervision is provided by the JCESA Board Chairman

Major Duties and Responsibilities

- Plans, prioritizes, assigns, directs, schedules, and supervises work 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.
- Coordinates, and monitors continuous quality improvement (CQI) issues under the direction of the JCESA Medical Director or designee and works with others to ensure EMS systems excellence.
- Performs evaluations of personnel in classroom, clinical, and field setting to monitor the effectiveness of services provided by JCESA personnel.
- 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.



Qualifications

- Bachelor's Degree in Fire Administration, Emergency Medical Service or related field.
- Pro Board or West Virginia certified Fire Officer III.
- National Registered or West Virginia certified EMT-P or Paramedic.