



Director Job Description

Approved:

Date: 5/3/2021

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, developing an annual budget, controlling expenses, formulating policies and procedures, effectively managing the response and delivery of Fire and EMS while engaging in 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.
- Supervises Operations Commander – Captain III, Education/Training – Captain II, and Office Manager
- 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 & Fire budgets. 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.



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Qualifications

- Pro Board, WV, or IFSAC certification as a Fire Officer.
- Previous experience as a Chief, Career Level Fire and EMS Officer.
- Work experience as a career field EMT or Paramedic.
- Work experience as a career Firefighter.
- Work experience providing supervisory oversight of EMT's, Paramedics, and Firefighters.
- Work experience in Career Fire and/or EMS Department

Education

- Bachelor's Degree in Business or Fire Administration, Emergency Medical Service, or related field, required.
- Master's degree in related fields, preferred.

Interested candidates should submit their cover letter and resume to Debbie Lancaster by email at dlancaster@jcesa.org no later than May 10, 2021.

JCESA is an equal opportunity employer. JCESA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.