



Director Job Description

Approval:

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Date: 01/26/23

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, Education & Compliance Officer, 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 as 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

- Previous experience as a Chief, Career Level Fire and EMS Officer.
- Work experience providing supervisory oversight of EMT's, Paramedics, and Firefighters.
- Work experience combination in Career/Volunteer Fire and/or EMS Department.

Education

- Pro Board, WV, or IFSAC certification as a Fire Officer.
- Typically requires 3-years experience and a Master's Degree in a related field;
- or 5-years and a Bachelor's Degree in a related field;
- or 7-years experience and an Associate's Degree in a related field;
- or a high school diploma and 10 years experience in a related field.

Starting Salary: \$80,653.

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.