



## El Dorado County Emergency Services Authority

Policy Subject Matter: **Executive Director Position Description**  
Review Date:  
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Creation Date: **10.06.98**

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### **I. Purpose:**

The purpose of this policy is to describe the essential functions and qualifications of the Executive Director of the El Dorado County Emergency Services Authority (JPA).

### **II. Position Summary:**

The Executive Director plans, organizes, directs, coordinates, and evaluates the operations of the JPA. Under the direction of and in collaboration with the Board of Directors, the Executive Director conducts on-going opportunity analysis to determine key performance management issues and to provide sound financial management. The Executive Director utilizes theory-based program design, implementation, and evaluation strategies and provides data to guide ongoing short and long term system development.

### **III. Position Duties:**

1. Develops annual budgets and monitors expenses for all cost centers with the JPA.
2. Plans, organizes, implements, and evaluates all operations activities relative to the provision of emergency medical treatment and transport within the jurisdiction of the JPA.
3. Prepares strategic plans and system reports to include recommendations relative to revisions, implementation or discontinuation of specific system elements.
4. Participates in internal and external committees, task forces, advisory groups and professional organizations.
5. Ensures compliance with all written contracts and agreements.
6. Develops and maintains collaborative professional relationships with Fire District Chiefs and Board Members, JPA Board of Directors, and other members of the EMS community.
7. Develops and implements JPA policies and procedures.
8. Successfully manages projects to their timely conclusion within budgetary guidelines.
9. Establishes and monitors quality improvement indicators and measurements for JPA operations.
10. Demonstrates behaviors that model the JPA's mission and philosophy.

### **IV. Minimum Position Requirements:**

1. Education
  - Baccalaureate degree in public administration, finance, business management, risk management or a related field (required), Masters degree (preferred).
2. Licensure/Certification/Registration Required
  - Valid unrestricted California drivers' license
3. Knowledge/Skills Required
  - Demonstrated knowledge of EMS system requirements

- Knowledge of computer applications in order to perform accurate word processing and record-keeping functions.
  - Both verbal and written communication skills with good working knowledge of English grammar and basic record-keeping procedures.
  - Ability to prioritize tasks as well as the ability to follow written and verbal instructions with a minimum of direction and supervision.
  - Excellent interpersonal skills and the ability to work well with people from multiple disciplines and organizations.
  - Effective negotiation and stress management skills.
  - Ability to adjust to changing job requirements, priorities, and unusually heavy pressure.
  - Ability to provide service oriented customer assistance in a professional and courteous manner and to demonstrate cultural/spiritual sensitivity to diverse populations.
  - Ability to be assertive, collaborative, self-directed and accountable for outcomes.
4. Experience Required
- A minimum of 5 years experience in managing a public agency
  - Demonstrated experience in managing prehospital emergency services
  - Strong financial management background
  - Fire services management background (preferred)
  - Experience in a joint powers authority (preferred)

**V. Working Conditions:**

1. Regularly drives throughout entire area of El Dorado County to meet with Fire Chiefs and attend meetings.
2. Regularly required to work evening to attend various Board of Director and Committee meetings.
3. Occasionally required to travel out of county for EMS Commission and other EMS-related professional meetings.
4. Works in fast-paced, high-volume environment with frequent interruptions and changing priorities.
5. Regularly works with both large and small groups as well as with individuals.
6. Occasionally deals with people who are angry, frustrated, or upset.

**VI. Physical Demands of Position:**

1. Hearing and speaking ability adequate to perform essential jobs functions such as telephone and in-person conversations.
2. Vision adequate to perform essential job functions such as word processing, data management, record-keeping, review and preparation of correspondence, and other routine functions.
3. Mental ability adequate for problem-solving, cognitive reasoning, sound judgment, attention and memory and reading and writing skills.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED. THEY ARE NOT INTENDED TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILLS REQUIRED FOR AN INDIVIDUAL IN THIS POSITION.**