



# EL DORADO COUNTY EMERGENCY SERVICES AUTHORITY



**EXECUTIVE DIRECTOR**

**(FULL-TIME)**

AT-WILL POSITION

## **The Organization**

The El Dorado County Emergency Services Authority (or "West Slope JPA") formed in 1996 as a transport contractor for paramedic ambulance service to the Western Slope service area of El Dorado County. The JPA's administrative offices are located in Diamond Springs across the street from Fire Station 49.

## **Position Summary**

The Executive Director provides leadership and executive oversight to the JPA. 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. The Executive Director facilitates strategic planning with the Board for the JPA.

## **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.
11. Ensures the JPA meets all local, state and federal mandates, laws and regulations.
12. Other related duties as assigned.

## **Knowledge/Skills Required**

- Ability to work collaboratively and effectively with Board Chair and JPA members
- Thorough knowledge of Ralph M. Brown Act and its implications for public agencies
- Able to negotiate sensitive negotiations with various agencies and vendors
- Strong budget and finance skills; able to manage to budget and explain financial status of agency to Board and public
- Demonstrated capacity for process improvement (experience with PM preferred)
- Demonstrated knowledge of EMS system requirements.
- Knowledge of computer applications in order to perform accurate word processing and record-keeping functions.
- Established supervisory skills, able to manage and lead office staff effectively and constructively
- 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.

### **Working Conditions**

1. Regularly drives throughout entire area of El Dorado County on JPA business.
2. Regularly required to work evenings or early mornings 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.

### **Physical Demands of Position**

While performing the duties of this job, the employee is frequently required to use hands and fingers to, handle or grasp objects, type on a keyboard, manipulate office equipment. The employee is frequently required to sit, stand, and walk. The employee is occasionally required to reach with hands and arms, kneel, crouch, or squat. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee must have the ability to: operate a personal computer, read small print on documents, hear and speak well enough to communicate over the telephone and in person.

### **Environmental Elements and Working Conditions**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with

staff and/or public and private representatives in varying emotional states. Must be able to pass a pre-employment physical and background investigation, including fingerprinting.

**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.**

### **Education and Experience**

#### **Required to Apply:**

- Possession of and ability to maintain a current valid California Driver's License, Class C, is a condition of employment.
- Must be at least eighteen (18) years of age.
- Must be able to provide proof of eligibility to work in the United States.
- Bachelor's degree in public administration, finance, business management, risk management or a related field or required equivalent experience. Master's degree (preferred).
- Education must be obtained through a post-secondary institution currently accredited by any accreditation body recognized by either the Counsel for Higher Education Accreditation (CHEA) or the United States Department of Education.
- A minimum of five (5) years' experience in managing a public agency (preferred).
- Demonstrated experience in delivering and/or managing prehospital emergency services.
- Strong financial management background.
- Fire services management background (preferred).
- Experience in a Joint Powers Authority (preferred).
- Demonstrated ability to effectively facilitate diverse group of Board members.

The education or experience requirements may be modified or waived at the sole discretion of the El Dorado County Emergency Services Authority.

## Supplemental Questions

As part of the application process, you will be **required** to submit written responses to the questions below.

Please utilize the following format and limit your response to each question to a maximum of two (2) pages per question:

- Responses must be typed in 12-point, Times New Roman font, single spaced, with 1" margins on all sides.
- Include your name in the upper right-hand corner of each page.
- Number each page in the bottom center.

### The questions you will be responding to are:

1. Describe your experience working in the management of EMS systems or Joint Powers Authorities and explain how your experience will help you be successful as the Executive Director for the El Dorado County Emergency Services Authority?
2. What will you accomplish in your first 100 days if selected as the El Dorado County Emergency Services Authority Executive Director?

## Compensation & Benefits

The El Dorado County Emergency Services Authority offers an exceptional salary and benefits package. The annual salary for this position is up to **\$87,000**.

### Compensation/benefits package includes:

- \$1,029 monthly contribution which may be used for health care coverage, retirement plan and/or other needs

- Twelve (12) paid holidays per year
- One hundred and eighty-five (185) hours of personal time off each year

## Application & Selection Procedure

Qualified Candidates may apply for the position. The final filing date for applications is **Monday, March 2, 2020 at 1700 hours** (No exceptions and no postmarks). To be considered for this excellent opportunity, please submit the **application with the supplemental questions answered on a separate sheet, your resume with cover letter, and a list of four work related reference.**

**Applications may be found on our website:**

<http://edcjsa.org/>

### Mail or Hand Deliver Applications to:

Maia Schneider, Executive Director Business Development  
Marshall Medical Center  
1100 Marshall Way  
Placerville, CA 95667

Candidates with the most relevant qualifications will be invited to participate in an interview and/or assessment process, anticipated to occur on **either March 18, 2020 or March 24, 2020**. The assessment process may include one or more exercises.

The El Dorado County Emergency Services Authority anticipates making an appointment to the position sometime after May of 2020. Offers of employment are contingent upon successful completion of a background check which may include fingerprinting.

For more information, please visit our website at <http://edcjsa.org/>

El Dorado County Emergency  
Services Authority  
480 Locust Road  
Diamond Springs, CA 95619



Phone: 530-642-0622  
Fax: 530-642-0628  
Website: <http://edcjsa.org/>