



Central Shenandoah Emergency Medical Services Council, Inc.

Job Announcement Executive Director

Council Overview

Central Shenandoah EMS Council, Inc. (www.csems.org), is a 501(c)(3) non-profit, tax exempt agency. It is an integral part of Virginia's comprehensive EMS system. It serves to assess, identify, coordinate, plan and implement efficient and effective regional EMS delivery systems in partnership with Virginia's Office of Emergency Medical Services and EMS Advisory Board.

Central Shenandoah EMS Council, Inc. is an Equal Opportunity and Affirmative Action Employer, and a member of E-Verify. All qualified applicants, including minorities, women, veterans, and people with disabilities are encouraged to apply.

Salary Range

Commensurate with experience and other qualifications. Quality benefits package includes vision, dental and health insurance, life insurance as well as vacation, sick and paid leave.

FSLA Designation

This is a full time exempt position that reports to the Board of Directors. This position is 95% administrative and 5% ancillary duties with a semi-flexible work schedule that will involve some evenings and weekends. Frequent travel inside and outside the Council region will be required.

Position Description

The Executive Director, as the chief executive officer, is responsible to the Council Board of Directors and Executive Committee for organizing, planning, coordinating, directing, and evaluating the efforts of the staff in developing, implementing and managing the policies, plans, and programs necessary to achieve the stated goals and objectives of the CSEMS Council.

Additional responsibilities include maintenance and development of regional protocols, administration and management of the region's performance improvement (PI) and trauma performance improvement (TPI) plan, coordination of the regional preceptor program, oversight of the regional pharmacy and drug box program, and supervision of all staff.

Position Duties & Responsibilities

1. Develop, implement, and coordinate in conjunction with the Council Board a comprehensive EMS plan and annual work programs to serve the CSEMS region.
2. Serve as an ex-officio (non-voting) member and secretary of, and advisor to, the Executive Committee and the Council Board of Directors.
3. Develop, maintain, and support a strong Board of Directors and Executive Committee; serve as ex-officio of each committee; seek and build board involvement with strategic direction for ongoing local operations
4. Create complete business plans for the attainment of goals and objectives set by the board of directors
5. Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
6. Maintain effective liaison with the state Office of EMS, the state EMS Advisory Board, EMS agencies and appropriate regional and state organizations involved in EMS planning and operations.
7. Attend conferences, seminars, workshops, or similar meetings which are deemed appropriate, significant, and consistent with the objectives and goals of the Council.
8. Assign, direct, coordinate, and evaluate the program of work for all staff members.
9. Develop and manage an annual operating budget and investigate and recommend to Council Board appropriate sources of potential operating funds.
10. Promote, stimulate, and encourage community interest and education in identifying EMS services, needs, and goals.
11. Forge and maintain relations of trust with shareholders, partners and external authorities
12. Act as the public speaker and public relations representative of the company in ways that strengthen its profile
13. Develop and submit for Council review and approval appropriate reports, and evaluations.
14. Ensure that appropriate financial and inventory management records are established and maintained and that funds are expended only for authorized purposes.
15. Ensure that all required reports are prepared and submitted and those approvals for any major changes in the program are approved by the Council Board or Executive Committee.
16. In conjunction with the Council Board, develop Administration/Organization and Personnel policies and procedures (including publications of related documents and manuals), and perform such assigned functions as may be documented therein.
17. Perform such other duties and tasks as may be assigned by the Council Board of Directors or the Executive Committee.

Minimum Qualifications

Essential

- Master's degree (preferred) or Bachelor's (required) in Public Health, Health Administration, Public Administration, Hospital Administration, Community Planning or related areas or the equivalent combination of experience and training which provides the required knowledge, skills and abilities plus progressively responsible managerial and supervisory experience in health care planning or other related administrative fields.



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- Additionally, possess a thorough knowledge and understanding of applicable federal, state, and local laws, regulations and programs related to emergency medical services systems;
- Demonstrated ability to work effectively with diverse interest groups to obtain and maintain desired cooperation and coordination of effort and to interpret, articulate and communicate the purpose, rationale, goals, and objectives of emergency medical services as related to the region served.
- National Registered paramedic, preferred but not required.

Desirable

- Exposure to Virginia's EMS system.

Closing Date

- July 31, 2017 at 5:00PM

Apply by Visiting

- <https://www.csems.org/corporate/executive-director/>