

**WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.**  
**POSITION DESCRIPTION AND REQUIREMENTS**

**TITLE: EXECUTIVE DIRECTOR (Chief Executive Officer)**

**SUMMARY DESCRIPTION:**

The Executive Director is the chief executive officer for the Council. As such, he or she will be responsible for the overall implementation of the Regional EMS plan and its component plans. The Executive Director is ultimately responsible for staffing the Western Virginia E.M.S. Council, preparing numerous reports with the assistance of other Council professionals, serving as primary staff liaison for various technical committees and workgroups, and execution of the policies established by the Board of Directors of the Western Virginia E.M.S. Council. The Director is responsible for negotiation and administration of all contracts between the Council and other individuals and entities such as the Virginia Department of Health and educational program faculty and staff. The Executive Director may also serve as the fiscal administrator for the Near Southwest Preparedness Alliance (NSPA, which is part of the Healthcare Preparedness Program of the US Department of Health and Human Services, a regional healthcare preparedness coalition). He or she may serve as a non-voting advisory member of the NSPA board. A portion of the executive director's salary may be paid from funds derived from the HPP.

Frequent travel within the Council's twelve-county region and its larger service area is required. Some Council functions are scheduled in the evenings and on weekends. Evening and weekend works will sometimes be required. Also, travel to other areas within and outside of the Commonwealth will be required. Examples are Richmond, VA for frequent meetings and related events; other EMS councils across the Virginia; Norfolk, VA and possibly other destinations for the annual Virginia EMS Symposium; occasional out-of-state travel for conferences and national meetings.

The Executive Director must deal effectively with government and hospital administrators, state and local elected officials, volunteer and career E.M.S. providers and agency leaders, and the Council's Board of Directors. He or she must be proficient in oral and written communication skills, and have a working knowledge of basic computer skills.

The Executive Director reports to the Council's Board of Directors and its Executive Committee. At least 75 percent of this position's workload is dedicated to meeting deliverables as defined in WVEMS' contract for services with the Virginia Department of Health, Office of EMS.

**QUALIFICATION, EDUCATION AND EXPERIENCE:**

A relevant bachelor's degree with extensive demonstrated business acumen and experience in executive-level leadership in a full-time capacity is required. Experience in contract development and negotiation, procurement and general human resources administration is strongly desired. A master's degree in public health, health care administration, public administration, business administration, health care planning or other related field is preferred.

Five years' experience in a leadership role responsible for planning, administering or operating a state, regional, or local emergency medical services or other health-related system is required. Five years' experience in a leadership or a management role with a non-profit or not-for-profit organization is desired. The position requires a broad background in business administration (preferably healthcare-

related), and general knowledge of EMS administration and EMS education. The executive director must have general knowledge of federal and state programs related to emergency medical services.

The executive director must possess general familiarity with the Commonwealth of Virginia's legislative and regulatory processes.

The Executive Director will possess the following: Comprehensive knowledge of the English language; effective and demonstrated oral and written communications skills; familiarity with generally accepted accounting principles and accounting software, particularly in the not-for-profit sector; experience with and working knowledge of computers, computer networks, website content management system(s) and business software such as Microsoft Office.

The position involves supervision of all Council staff, and is highly decision-making in nature. It is therefore classified as an exempt position and is not subject to overtime compensation. Limited courtesy compensatory time off is allowed where possible, and in accordance with the Council's policies as stated in its employee handbook.

#### **DUTIES:**

1. Serve as a resource to EMS providers, agencies, hospitals and local governments in the region.
2. Ensure that the Council's exceptional reputation is maintained by always representing it in a positive, helpful and courteous manner, and by encouraging all staff members to do the same.
3. Supervise and evaluate all E.M.S. Council staff personnel. Manage human resources for the Council, including the hiring process, discipline, and application of the Council's personnel policies. Remain current in human resources best practices and laws. Maintain and administer a current personnel policies manual /employee handbook, and utilize the resources of the Council's human resources consultants and others as needed.
4. Maintain all of the Council's corporate records and governance documents, including bylaws, board minutes, strategic plan(s), etc. and utilize the resources of the Council's legal and accounting advisors and others as needed.
5. In conjunction with the board and executive committee, be fiscally responsible for the prudent use and protection of the Council's funds and other assets, whether property of the Council or held as the fiduciary agent for other organizations. Prepare and present to the board a balanced operational budget prior to the beginning of each fiscal year. Utilize the Council's financial advisor(s) and accountants as needed. Oversee the preparation of an annual external financial audit and cooperate fully with the Council's auditing firm. Promptly implement auditor recommendations.
6. Negotiate and administer all contracts between the Council and various outside entities including the Virginia Department of Health. Ensure contract compliance and that deliverables are completed in a timely manner.
7. Directly manage the regional communications systems, including implementation, maintenance, operation and licensure.

8. Prepare and submit reports as needed and as required by Federal, State or local authorities. Maintain familiarity and working knowledge of all related web portals such as the Federal Communications Commissions' licensure portal, the VDH/OEMS Regional Council Portal, the Consolidated Test Site Registration System and the Virginia EMS Jobs database.
9. Apply for grants as appropriate, and administer all grant budgets and funds.
10. Serve as fiscal administrator, and serve as primary WVEMS staff liaison for the Near Southwest Preparedness Alliance, as required by contract or MOU.
11. Seek out and obtain other sources of funding for operations and special projects that are beneficial to the Council and its "customers," including the provision of technical assistance to agencies and entities seeking EMS-related grant funding.
12. Encourage and support the Regional Medical Direction Committee in overseeing development, implementation and oversight of the E.M.S. pre-hospital delivery system, including the development of protocols and operational guidelines.
13. Administer and update Regional EMS Plan. In concert with Council staff, assist local governments, hospitals, EMS agencies, health care providers, and others in implementation of various elements of the EMS plan.
14. Serve as the Council's chief legislative liaison, and work with the Virginia EMS Councils Regional Directors Group lobbyist. Maintain contact with elected officials and advise the Board of Directors on pertinent legislative matters.
15. Represent the Council and maintain active participation on the Virginia EMS Councils Regional Directors Group. Regularly attend its meetings.
16. Represent the Council at meetings of the State EMS Advisory Board.
17. Represent the Council on state and local committees as required.
18. Attend and represent the council in a professional manner at the annual Virginia EMS Symposium.
19. Manage the Council's information distribution systems, including websites, electronic mailing lists, and social media.
20. Manage the Council's records retention system, including frequent periodic electronic backup and offsite storage of computer files and documents.
21. Serve as primary or secondary staff liaison for specific medical and technical committees including Executive, Allied Resources, Communications, Medical Direction, Pharmacy, and others as needed. Attend and participate in all meetings of the Council's Board of Directors. Serve as a non-voting member of the Board of Directors and the Executive Committee. In conjunction with other staff members, prepare minutes and maintain all records for the Board and its committees.

22. Serve as primary liaison with hospital administrative staff to maintain an effective working relationship with all hospitals in the region, and maintain various agreements and contracts which might exist with those hospitals.
23. Prepare and administer annual operating budgets for the Council and its affiliates and subsidiaries, including educational programs.
24. In conjunction with the Council's education program director, maintain responsibility for the professional development and operation, and delivery of courses for the Council's accredited and non-accredited educational programs.
25. Assist the Council's education staff and program-specific staff in drafting and reviewing all manuals and plans for various accredited and non-accredited programs.
26. Prepare and manage funding solicitation and liaison with local governments within the region.
27. Prepare specifications for the purchase of equipment, preparation and negotiation of contracts.
28. Maintain responsibility for the operation and protection of Council's vehicle fleet, real estate, and other physical assets.
29. Foster cooperation and collaboration with other designated regional EMS councils in the Commonwealth.
30. Perform other duties as required and/or as directed by the Board.

**CLASSIFICATION:**

This position is an exempt position and is not eligible for overtime compensation. Limited courtesy compensatory time off is allowed where possible and in accordance with the Council's policies as stated in its employee handbook.

This position is classified as a Grade 17 on the WVEMS pay plan.