



JOB TITLE & CODE:	Preston County EMS Director
DEPARTMENT:	Administration
REPORTS TO:	Preston County Commission
FLSA STATUS:	Exempt
COMPANY:	Preston County Commission

POSITION SUMMARY: The EMS Director is responsible for providing strategic and efficient leadership for the organization, leading to positive patient outcomes. Responsibilities include planning, developing and implementing programs, policies and procedures consistent with organizational goals and objectives and in compliance with all applicable state and federal laws.

MINIMUM QUALIFICATIONS:

EDUCATION, CERTIFICATION, AND/OR LICENSURE:

1. High School Diploma or GED equivalent; Postsecondary education to include college, technical or work-related training.
2. Obtain National Incident Management System (NIMS) upon hire:
IS 700
IS 800
IS 100
IS 200
3. Obtain NIMS ICS 300 within twelve (12) months of hire or next available course offering.
4. Obtain NIMS ICS 400 within twelve (12) months of hire or next available course offering.
5. Valid Driver's License

EXPERIENCE:

1. Three (3) years of management experience within an EMS organization or another related field, particularly with business administration.
2. Intermediate level computer skills or greater (Microsoft systems such as Word, Excel, PowerPoint, Outlook, etc.)

PREFERRED QUALIFICATIONS:

EDUCATION, CERTIFICATION, AND/OR LICENSURE:

1. Bachelor's degree in Emergency Services, Healthcare Administration, Public Administration, Business Management, or another related field.
2. EMT-Basic or EMT-Paramedic
3. Emergency Vehicle Operator Course (EVOC) Certification.

4.	Basic Life Support (BLS) Certification.
5.	Knowledge of grant programs and management.
6.	Adult education instructor certification (WVPST, NAEMSE, or other State approved equivalent).

EXPERIENCE:

1.	Five (5) years of management experience within an EMS agency.
2.	Five (5) years of experience working with large budgets, staff and tangible resources.

CORE DUTIES AND RESPONSIBILITIES: The statements described here are intended to describe the general nature of work being performed by people assigned to this position. They are not intended to be constructed as an all-inclusive list of all responsibilities and duties. Other duties may be assigned.

1.	Communicates with community healthcare, emergency services and other governmental leaders to promote coordination of efforts and delivery of services which lead to improved patient outcomes and fiscal responsibility.
2.	Leads the organization in implementation of strategic and operational plans and policies which serve to enhance the delivery of value to patients, team members, first-responders, member hospitals and the community-at-large.
3.	Oversees all business and operational activities to produce measurable results.
4.	Recommends, develops and fosters the organization's values, culture and philosophy.
5.	Provides appropriate management and supervision of organizational business affairs through development and implementation of processes to ensure achievement of operational and financial goals and objectives.
6.	Ensures appropriate processes and systems are in place for effective human resource management including employment, development, direction and termination of any employees or contracted staff.
7.	Ensures effective succession planning is in place and identifies potential resource implications.
8.	Identifies and assesses the organization's principal business risks and implements systems to effectively manage and mitigate these risks.
9.	Trains team members on and enforces compliance with policies and procedures to ensure organizational integrity and adherence to business ethics.
10.	Builds and maintains mutual trust relationships with key partners.
11.	Ensures structures and systems are in place for effective recommendation, development and review of existing service line expansion or change.
12.	Formulates and oversees development of major organizational policy and standards.
13.	Represents the organization in matters of community, governmental, business and media relations as needed.
14.	Analyzes problematic situations to develop meaningful solutions always maintaining personal and organizational integrity.
15.	Maintains a deep working knowledge of community and industry trends, standards.
16.	Travel to various locations to educate, lobby, present, or attend functions that involve EMS matters. Overnight or multi-day travel may be required at times.
17.	Will assist with development of levy or ordinance implementation to include but not limited to estimates, billing and collections, reviews, and disbursement recommendations.
18.	Must work with Assessor's Office, County Clerk, and the Tax Office for funding estimates, budgets, billing errors, exemption requests, and etc. Will be required to provide Preston County Commission with reports in public venues.
19.	Must work with local EMS agencies that are subcontractor to the Preston County Commission. This will include compliance with policies and procedures, contracts, purchases, and etc.
20.	Must work with local, state, and federal partners to include but not limited to coordinating, lobbying, funding, and any additional tasks that will enhance the organization(s).

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1.	Ability to lift, push, pull and transfer boxes and at times lift heavy objects with assistance.
2.	Ability to twist upper body while moving boxes and/or equipment.

3.	Ability to stand, walk, climb, balance, reach, stoop, bend and crouch for extended periods.
4.	Ability to smell and identify odors.
5.	With or without correction, maintain the ability to use close, distant and peripheral vision and visual focus.
6.	With or without assistance devices, maintain the ability to hear and interpret voice, radio and telephone communications.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1.	Standard Office Environment.
2.	Limited exposure to electrical and mechanical hazards may exist in this environment.
3.	Occasional travel to EMS bases, hospitals, and key business partners may be required in support of organizational activities.
4.	During these visits the incumbent may be exposed to loud noises, operating mechanical equipment, and a healthcare environment.

SKILLS AND ABILITIES:

1.	Strong verbal and written communication skills allowing for interaction with various internal and external stakeholders.
2.	Ability to effectively manage time, prioritize projects and multi-task to meet specific deadlines.
3.	Demonstrated attention to high detail, particularly as related to operational and team member safety in the emergency medical environment.
4.	Highly motivated and flexible with the inherent ability to quickly adapt to emerging business, operational and political challenges
5.	Demonstrated appreciation and respect for business protocol, professionalism and confidentiality.
6.	Ability to work efficiently and productively in both individual and collaborative environments.
7.	In-depth knowledge of corporate governance and general management best practices.
8.	Proven leadership skills required to include planning, analyzing, decision making, human resources management, and financial management.

Special Requirements:

1.	Must have no felony convictions or disqualifying criminal history within recent past.
2.	Will be subject to initial and random drug and alcohol screenings.
3.	Will be subject to criminal background check(s).

Date Reviewed/Revised: 16-April-25