



Barbour County Ambulance Authority

Director Job Description

Position Title:	Barbour County Ambulance Authority Director
Position Classification:	Full-Time
Location:	Barbour County, WV
Position Reports To:	Barbour County Ambulance Authority
Position Overview:	<p>The Director of the Barbour County Ambulance Authority will serve as the chief executive officer and chief financial officer of the BCAA. The position will be under the direction of the Barbour County Ambulance Authority Board of Directors with oversight from the Barbour County Commission. The director is responsible for managing fiscal policies, assisting with development and implementation of emergency medical service plans in accordance with such Federal, State and County guidelines and regulations for all of Barbour County, as well as holding accountability for ALL daily functions of the Barbour County Ambulance Authority including but not limited to the following duties and responsibilities:</p>
General Responsibilities	<ul style="list-style-type: none"> - Collaborate with the board to define and articulate the organization’s vision and to develop short-term and long-term strategies for achieving that vision. - Using advanced training and leadership, manage and coordinate budgets and expenditures, including forecasting future expenses. - Visit contracted agencies on a regular basis to gain insight into attitudes and problem areas from within all levels of those agencies. - Maintain EMS Licensure. - Review and approve all contracts and legal documents. - Develop mutual aid agreements for provision of emergency medical services within and between cooperating counties and agencies. - Establishing and maintain a working relationship with the agency medical director - Work with the President of the BCAA board in developing the agenda for meetings. - Reports to the BCAA Board of Directors during meetings and as requested or as necessary providing a written financial statement and update of any personnel actions, overview of runs and other information as requested by

**General
Responsibilities
(continued)**

- the board of directors or as deemed necessary by the director.
- Provide prompt thorough and accurate information to keep the board informed any unusual matters which may develop in connection with the operations of the organization that would pertain to EMS responsibilities or could potentially result in liability issues.
- Hire, paramedics, EMTs, and other staff as necessary.
- Establish salaries or hourly rates of pay for all employees.
- Ensure appropriate and ongoing training of staff.
- Prepare annual employee evaluations, disciplinary action, and/or terminations of employment as required.
- Develop bi-weekly or monthly work schedule for all employees.
- Ensure that employees are following all department policies and State of WV EMS Protocols and other State and Federal laws.
- Resolve employee issues and problems and document grievances and disciplinary actions.
- Arrange for personnel training and develop work improvement plans within the department.
- Assign and distribute work, schedule and monitor, oversee coverage or step in as back-up in staff call-off situations.
- Establish new, or review and update, as necessary, internal policies and standard operating procedures.
- Ensure that all staff fully understand and are in compliance with all policies and procedures as well as state EMS protocols and state laws affecting EMS in any of their job responsibilities.
- Ensure the inspection of emergency vehicles and make sure that all equipment is safe and in compliance with all laws.
- Promote positive customer relations.
- Research availability of State and Federal grants for training, equipment and education for EMS personnel and contracted agencies. Prepare grants and submit them to the appropriate agencies.
- Attend meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists.
- Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- Other duties as assigned or as required.

General Responsibilities (continued)	<p>Marginal functions of the position that are incidental to the performance of fundamental job duties have not been included above. All duties and responsibilities above are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability. The director will be subject to at least an annual performance review by the board of directors and can be subject to review earlier by based upon performance issues. The director will be notified by email or in writing at least one week prior to the performance review</p>
Minimum Required Educational Level:	Associate Degree
Preferred Educational Level:	<ul style="list-style-type: none"> - Associate in business management, accounting, or finance or equivalent experience - Associate in EMS Management - Bachelor degree
Required Previous Experience:	<ul style="list-style-type: none"> - Three years' experience in a management/supervisory role
Preferred Previous Experience:	<ul style="list-style-type: none"> - Minimum of two years of experience as a licensed paramedic - EMT-P certification
Required Certifications and/or Registrations:	<ul style="list-style-type: none"> - CPR certification - Valid Driver's License - Certification or the ability to receive certification in coding/billing in order to fully understand recent changes in billing. - Possess and maintain National Registry EMT-B or Higher - Must possess and maintain, or have the ability to obtain WV EMT-B or higher certification within 90 days of position acceptance - NIMS 300, 400, 700, and 800
Required Skills:	<ul style="list-style-type: none"> - Top-notch mental acuity to handle medical emergencies and manage multiple tasks at once. - Excellent interpersonal and communication skills with conflict management and facilitator abilities. - Advanced knowledge of EMS practices, medical terminology, EMS equipment and medical systems. - Ability to maintain confidential information. - Proven skills in business and fiscal management. - An understanding of the rules and regulations of the West Virginia Office of EMS. - Demonstrated ability to work with a diverse group of volunteers, staff, board of directors and government officials.

<p>Required Skills: (continued)</p>	<ul style="list-style-type: none"> - Proven ability to cope with conflict, stress, and crisis situations. - Effective problem solving and mediation skills. - Demonstrated ability to multitask and work in a fast paced office setting. - Proficiency with office computer equipment and software. - Ability to develop and manage budgets. - Ability to understand and interpret applicable federal, state and local laws. - Exceptional leadership and management skills in order to motivate and guide employees. - Strong inter-personal relationship skills in order to foster positive relationships with emergency personnel in other departments, hospital personnel, city, county, and state officials, hospitals, schools, the general public, etc. - Critical-thinking, problem-solving and analytical abilities
<p>Physical Requirements:</p>	<p>While performing the duties of this position, the employee is regularly required to use both, gross-motor and fine-motor skills. The position will require bending, lifting, and occasionally standing for long periods of time, sit for long periods of time, and/or focus on a computer screen for long periods of time.</p>
<p>Environmental Factors:</p>	<p>Performance of essential functions may require exposure to adverse environmental conditions, such as weather, fumes, noise extremes, electric currents, toxic agents, violence, disease, or pathogenic substances. All employees are subject to a pre-hire and ongoing alcohol and drug screening program. A pre-hire background check will be conducted.</p>
<p>Salary:</p>	<p>Will be commensurate with experience</p>
<p>Equal Opportunity:</p>	<p>The Barbour County Ambulance Authority, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the BCAA will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p>
<p>Mission:</p>	<p><i>The successful candidate must abide by the following mission, vision and value statements.</i></p> <p>The mission of the Barbour County Ambulance Authority is to provide high quality mobile medical care and services to our communities, citizens, visitors, and neighbors</p>

<p>Vision:</p> <p>Values:</p>	<p>Our vision is to be the trusted care provider for our citizens and the care partner with first responder and healthcare agencies.</p> <p>Quality – We will provide our patients with high quality, evidence-based care to assure the best possible outcomes.</p> <p>Safety – We are committed to provide for the safety and well-being of the patients, staff, and fellow first responders in the communities we serve.</p> <p>Integrity – We will conduct ourselves at a level of integrity and professionalism</p> <p>Compassion – Our patients and families will always remember our level of compassion</p>
<p>Application Requirements:</p>	<p>A complete application packet includes:</p> <ul style="list-style-type: none"> - Cover Letter - Resume - Certifications - Degree <p>Email package to: sfrey@barbourcountywv.org. Subject: BCAA Director <i>The applicant is responsible to confirm receipt.</i></p> <p>Deadline to apply: January 13, 2025</p>