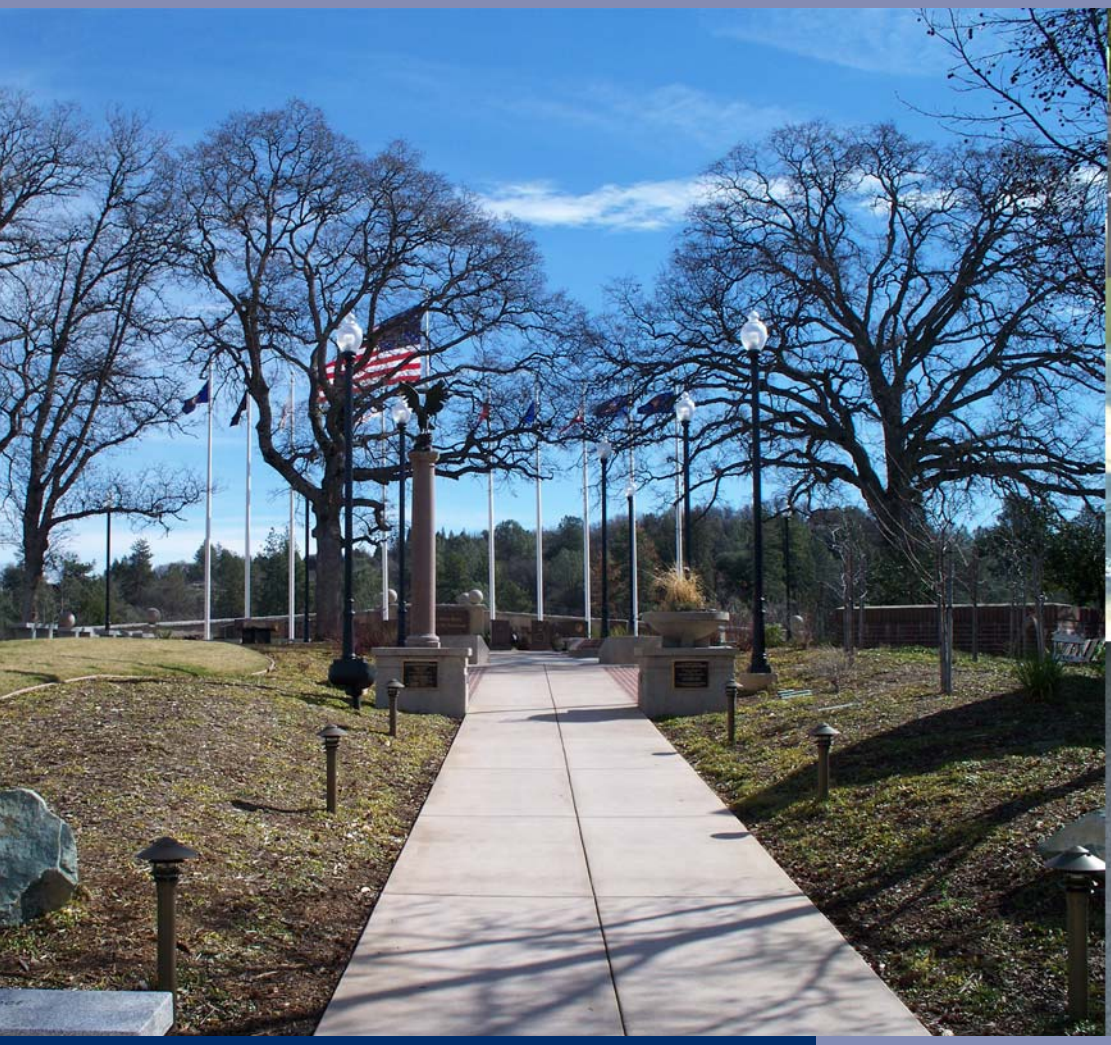
EL Dorado County Emergency Services Authority, CA

Executive Director



Neher & Associates©

El Dorado County Emergency Services Authority

Located in the heart of California's beautiful Gold Country, the El Dorado County Emergency Services Authority (sometimes called the West Slope Joint Powers Authority) was formed in 1996 to provide paramedic ambulance services to the Western Slope area of El Dorado County. With corporate offices in Diamond Springs, CA the service area includes cities ranging from populations as little as 5,000 to over 40,000 and a major portion of the County (population of nearly 180,000).

The Joint Powers Authority (JPA) is made up of ten (10) member fire districts all of whom provide advanced and/or basic life support services to citizens residing within their respective districts. In addition, five (5) of the member districts provide advanced life support transportation services. Seven operate full-time ambulances and two provide part-time ambulances. Current member Districts include: Cameron Park Community Service District; Diamond Springs/El Dorado Fire District; El Dorado County Fire District; El Dorado Hills Fire District; Garden Valley Fire District; Georgetown Fire District; Latrobe Fire District; Mosquito Fire District; Pioneer Fire District; and Rescue Fire District.

The El Dorado County Emergency Services Authority has a five-year contract with the County of El Dorado for ambulance services from July 2006 to June 2011 and has an operating budget of about $9.1 million. Paramedic ambulances respond to about 13,000 medical calls each year.

The Executive Director

The Executive Director is appointed by and reports to the El Dorado County Emergency Services Authority Board which is comprised of the Chiefs of each of the Districts. He/she is responsible for the planning, organization, direction, coordination and evaluation of the business and administrative operations of the JPA, all staff, and the entire annual budget. He/she also provides leadership in strategic planning and compliance with all written contracts and agreements, and supervision of all staff.

Typical duties and responsibilities of the Executive Director include:

- Develops and maintains collaborative professional relationships with the JPA Board of Directors/Fire District Chiefs, and other members of the EMS community on local, regional, and national levels.
- Plans, organizes, implements, and evaluates all operations relative to the provision of emergency medical treatment and transport within the jurisdiction of the Authority/JPA.
- Develops the annual budget, monitors expenses and cost centers, and manages projects to their timely conclusion within budgetary guidelines.
- Prepares reports and recommendations regarding implementation, revisions, or discontinuation of specific program/service elements.
- Participates in internal and external committees, task forces, advisory groups and professional organizations related to the efficient operation and coordination of the Authority/JPA.
- Develops and implements Authority/JPA policies and procedures and oversees the management, development and analysis of policies and procedures to ensure Authority-wide consistency with state and federal laws and administrative rules, and to determine the effectiveness of new/revised policies
- Establishes and monitors quality improvement indicators and measurements for the Authority/JPA operations.

- Coordinates strategic planning and goal-setting.
- Consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is respectful and accepting of diversity, and demonstrates behaviors that model the Authority/JPA's mission and philosophy.
- Assumes other duties and responsibilities as assigned.

Issues, Challenges and Opportunities

Some issues/challenges and opportunities for the Executive Director include:

- Work with the staff and Board of Directors to bring Policies and Procedures and related materials up-to-date.
- Assume day-to-day management/leadership of the Authority/JPA thereby freeing up the Board of Directors from their present more direct operational role taken while seeking a new Executive Director.
- Immediately review existing and expiring contracts, agreements, and warranties and recommend appropriate action to the Board of Directors.
- Review current and potential sources of funding and financial support.
- Research and evaluate the potential of the Authority/JPA to expand its charter and role to other additional areas of responsibility including fire safety planning, and training of other agencies/organizations.
- Evaluate the long term possibility of expanding cooperative efforts and services with other fire districts and agencies outside of the immediate JPA service area.

The Candidate

Education and Experience

- Graduation from a four (4) year college or university with major course work in public administration, finance, business administration, risk management, healthcare or a closely related field is preferred (a Masters degree is also desirable).
- Educational requirements may be waived based on overall years of experience and demonstrated competencies.
- Five (5) years of progressively responsible management experience, in a public sector agency is preferred.
- Related experience in the administration of pre-hospital emergency and/or fire and medical services is highly desirable.

Knowledge, Skills and Abilities

The successful candidate should have strong leadership and interpersonal skills as well as solid presentation and organizational abilities. This person should also have knowledge/skills in:

- Emergency Medical Services.
- The principles and practices of budget and financial management.
- Basic computer information applications and technology.
- Written and oral communications, including the ability to organize and present complex material in a clear, concise and accurate manner, and to make effective presentations.
- A strong understanding of local government and the public sector or other organizations of similar complexity.

In addition, he/she should be able to:

- Work effectively and collaboratively with a large Board of Directors.
- Contribute to a positive, respectful, and productive work environment.
- Motivate assigned staff, contractors, and other individuals and groups to coordinate their efforts to achieve designated goals.
- Establish and maintain effective working relationships with a wide variety of people, and work well with elected, appointed, and citizen groups including the County Board of Supervisors, Department of Public

Health, Fire Departments and Fire Chiefs, Hospital/ Medical Centers, local citizens and others.

- Plan and organize work effectively, including the ability to identify work to be done and establishing priorities and schedules to accomplish required tasks.

Experience working with a Joint Powers Authority (JPA) or similar organization would be a plus.

Management Style and Personal Traits

He/she should be someone who is comfortable engaging in dialogue, is tactful and politically astute, an active listener, and is comfortable working with a unique Board of Directors comprised of Fire/EMS Chiefs.

The successful candidate will be someone of high integrity who has an open management style, is approachable and diplomatic, comfortable handling complicated issues, and results-oriented. He/She should be a good team builder and leader with strong interpersonal skills, a good management and financial sense, and have excellent communication skills.

The selected individual must also be able to follow-through on priorities established with the Board of Directors in a timely and professional manner, enjoy new challenges, be a good strategic thinker and problem solver, and be proactive and facilitative. In addition, he/she should be able to interact well and comfortably with people at various levels, and of diverse ethnic, social, economic and political backgrounds.

Finally, the person selected should be able to analyze complex problems, issues, challenges, and opportunities, evaluate and offer alternative solutions when appropriate, and recommend effective courses of action. He/she should be a good motivator, be able to work well under time schedules and have a strong commitment to quality.

Compensation

The current salary range for this position is open with hiring dependent upon experience and qualifications. The El Dorado Emergency Services Authority will also offer a fringe benefits package and is willing to discuss a multi-year contract. Details are available upon request.

How to Apply

If you are interested in this outstanding opportunity, please submit a detailed resume as soon as possible to:

Robert Neher, Jr., President or Rahn Sibley, Vice President

Neher & Associates

299 Westlake Drive
Suite 200
West Sacramento, CA 95605

Telephone: (916) 443-2421
Facsimile: (916) 443-5949

Applications are preferred electronically at: robertneher@executivesearchneher.com.

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers above. The position will be open until filled. It is advisable, however, to apply as early as possible since leading candidate applications will likely be reviewed with the El Dorado County Emergency Services Authority Board in early March.

The El Dorado County Emergency Services Authority is an equal opportunity/affirmative action employer. Women, minority, and disabled candidates are encouraged to apply.

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Executive Director

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Applications or referrals are preferred electronically at: robertneher@executivesearchneher.com

Leading candidate applications will likely be reviewed with the El Dorado County Emergency Services Authority Board in late February or early March.

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Application deadline:
Immediate

Reply immediately to:

Robert L. Neher, Jr., President
or **Rahn Sibley,** Vice President

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