



North Region Executive Director

General Description and Duties

North Region Executive Director

The North Region Executive Director is an **exempt employee** of the Council, under the general supervision of the Council Chair. The North Region Executive Director is charged with the responsibility of coordinating and implementing those efforts that will effectively integrate and enhance the EMS and trauma system in the North Region according to the Council's directives and policies.

Duties

The Council, through the Council Chair, shall delegate to the North Region Executive Director authority to direct and supervise all other employees of the Council. The North Region Executive Director:

- Reports to Regional Council Executive Board on all operations of the business.
- Negotiates contracts with DOH, public health, regional hospitals, training, any business contract with NREMS and TC Council.
- Completes and submits deliverable reports for all contracts.
- Oversees goals, objectives and strategies outlined in regional strategic plan.
- Is responsible for supervising and evaluation of office staff.
- Will consult with Regional Council Executive Board on personnel issues, conflicts and request to release staff from employment.
- Responsible for all functions of daily operations at regional office.
 - All financials of business operations, to include monitoring expenditures not to exceed approved annual budget, and maintaining proper balance sheet of debits/credits.
 - Staff schedules, work performance and reviews.
 - Regional office operations.
- Provide leadership to office staff and regional council direction.
- Assists council chair in preparation of regional council meeting agenda, provides appropriate informational packets of agendas, minutes, other information presented at board meetings.
- Attend local EMS council meetings when deemed necessary by the NREMS and TC Council. Attend State contracts, RAC, Steering Committee meetings.
- Responsible for communications with DOH on all levels in regards to regional business.
- Participates in State workgroups as directed by regional council.
- Performs necessary duties involved working in a professional office setting: greeting public, answering phones, returning messages, dresses appropriately, respectful of other employees & all customers.
- Maintain a safe and clean and organized office environment.

Essential Job Elements:

- Ability to supervise and manage employees in a positive and respectful manner
- Demonstrate a strong working knowledge of appropriate accounting practices
- Ability to work within an approved budget
- Outstanding oral, written, multicultural and interpersonal communication skills
- Ability to work collaboratively with various diverse groups
- Flexibility
- Team-Player
- Detail-oriented with excellent time management skills
- Ability to work independently and simultaneously on multiple projects
- Maintain a positive and respectful working relationship with all members of the North Region Council Executive Board, Committee Chairs and members of local county councils.