

Interior Region Emergency Medical Services Council, Inc.

Application Packet For

EXECUTIVE DIRECTOR

June 2021



Mission:

Improve the quality, availability and sustainability of emergency patient care

THE IDEAL CANDIDATE

Interior Region works on many initiatives to support and encourage growth, change and the development of the EMS system. It has no regulatory authority to force change, but rather works with those involved to help them understand why it is needed. For this reason, the Executive Director should first and foremost be a person who can help the people and agencies of the EMS system in the Region continue to develop and improve. There are three primary roles: leader, consultant, and manager.

As a leader they must be able to establish good rapport with all the players in the EMS system and offer a consistent approach to problems that is sensitive to their needs. As an EMS consultant they must be able to quickly understand the technical and organizational issues of a problem and provide an array of possible solutions for the client agency to explore. As a manager they must demonstrate contemporary people-oriented management skills. Specific characteristics of the ideal candidate are as follows:

Education and Experience: The ideal candidate will have a Master's degree in a related field, such as health, emergency medical services, fire services, public or business administration. A Bachelor's degree in a related field is also acceptable. Candidates should have 5 years of progressively responsible supervisory/management experience with EMS and experience in non-profit management. Experience may be substituted for education.

MANAGEMENT STYLE

- Is sensitive to the needs of EMS providers, both volunteer and paid; acknowledges the value of their input into the development of the programmatic efforts of the agency.
- Is a team player in every sense of the word.
- Has a strong customer service orientation. Likes to ask internal and external customers how we are doing.
- Is a self-starter and a problem solver. Can identify problems/issues and can outline or initiate solutions in a timely manner.
- Is able to establish and maintain relationships of respect and trust.
- Has a participative working and management style. Encourages all players to design programs and responses to problems within the framework of the organizational goals, priorities and budget.
- Has an entrepreneurial approach to program development. Flexible and decisive with the ability to adjust the program in order to take advantage of opportunities.
- Supports innovation.

DESCRIPTION OF DUTIES

Executive duties on behalf of the Board:

- Plans, organizes, and directs emergency medical services programs and other programs and services of the Council, evaluates results and recommends to the Board policies, procedures, and action to achieve program goals.
- Executes all decisions of the Board and carries out other responsibilities as may be delegated by the Board.
- Executes contracts, grants and commitments as may be authorized by the Board or established policies.
- Represents the Council to all outside entities including but not limited to community leaders, the Alaska legislature, the Department of Health and Social Services, the Section of Rural and Community Health Systems, the State EMS Unit, and to other state and federal agencies in order that they are fully apprised of the achievements and needs of EMS in the Region.

- Maintains regular communication with the Executive Committee and Board members to keep them informed of important information and issues.

Program and organizational management:

- Establishes and maintains leadership and overall direction of IREMSC in accordance with the mission and vision of the organization.
- Promotes a collaborative, problem-solving environment and encourages all players to design programs and responses to problems within the framework of the organizational goals, priorities and budget.
- Consolidates and prioritizes EMS needs for the Region in the annual work plan and various grant applications.
- Manages the business of IREMSC in the best interests of the Council, according to applicable laws, regulations, and standards; and according to policies set by the Board of Directors.
- Obtains maximum utilization of the staff by clearly defining their duties, establishing performance standards, conducting performance reviews and recommending competitive salary structure.
- Develops and manages initiatives that will benefit EMS agencies and providers and work to build an ever-stronger and more stable EMS system.
- Provides oversight to the subarea contracts, monitoring their challenges and accomplishments, and ensuring alignment with regional priorities.
- Conducts, directs or participates in other special projects and duties as may be assigned or developed.
- Has full authority to recruit, hire, fire and supervise IREMSC staff.
- Collaborates with subarea organizations to develop and carry out state, regional and local objectives related to EMS.
- Ability to maintain a positive work atmosphere through effective interaction and communication with co-workers, customers, and management.

Financial Management:

- Maintains accountability for IREMSC funds using sound fiscal management practices.
- Develops, recommends and operates within the approved annual budget. Ensures that all funds, physical assets, and other property of the Council are appropriately inventoried, safeguarded and administered. Arranges for an annual audit.
- Seeks funding and resources for regional EMS needs from a variety of sources including local, state, and federal grants, project income and special initiatives.

Public relations:

- Conveys a professional and positive image and attitude regarding the Council.
- Works collaboratively with other EMS regions on projects and issues of statewide importance.
- Serves as regional representative to statewide groups such as Regional Coordinators and Directors, Code Blue, Alaska Council on EMS, and at other meetings and state symposia.

Other:

- Maintains all certifications and licenses required for the position.
- Demonstrates commitment to continued professional growth and development.

MINIMUM QUALIFICATIONS AND ABILITIES:

- Bachelor's degree in related field, Master's degree preferred, or equivalent work experience.
- Five (5) years' experience in positions of increasing administrative and supervisory responsibility in public or non-profit programs including budgetary management and analysis.

- Three (3) years' experience non-profit management, including funding development, program supervision and compliance and reporting.
- Two - Five (2-5) years' experience in positions of increasing administrative and supervisory responsibility in public or non-profit EMS programs. Such experience includes pre-clinical health care, health education or training, or oversight of emergency medical services.
- Demonstrated financial management experience, including grant writing, management, and accountability.
- Able to be bonded and/or pass a background check.
- Computer competency

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Preferred-cross cultural experience, working with rural communities in Alaska.
- Strong communication, and inter-personal skills in dealing with volunteers and people with diverse educational and cultural backgrounds.
- Experience in working with volunteer Boards.
- Experience in state and municipal legislative processes and communications.
- Functional competency in word processing, data management, email, spread sheets, social media, presentations and other basic business technology.
- Administrative and clinical experience in prehospital emergency response system.
- Strong leadership, analytical, and problem-solving skills.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Full description provided upon request.

LOCATION

The Regional office is headquartered in Fairbanks, the state's second largest city. It's a place rich with indoor and outdoor activities, including vibrant arts and entertainment, restaurants, parks, green-belts and bike/running/ski trails. If you are an outdoors person, this offers the best of both lifestyles. Great wildlife viewing, fishing and hunting are nearby.

COMPENSATION

This is a full-time exempt position. The starting salary range for this position is \$78,200- 84,541 annually based on the successful candidate's experience and fit to the unique needs of the Region. Following a successful probation period of up to six months, a merit increase may be awarded with annual merit increases based on job performance.

Benefits include medical, life and AD&D insurance, as well as dental and vision insurance for the employee and their eligible dependents of which IREMSCIREMSC currently pays 100% of the cost. Other benefits apply.

Personal Leave / Paid Time Off is earned each payday as follows: < 3 years 6.4 hours; 3-6 years 8.0 hours; and > 6 years 10 hours. Pay periods are every two weeks.

There are fourteen (13) paid holidays as outlined in the Personnel Policies.

The agency sponsors a 403(b) salary reduction and Roth retirement plan to which employees may contribute. After three months of employment, there is a 4% employer base contribution.

THE SEARCH PROCESS

The recruitment process is being conducted by a Search Committee appointed by the Board of Directors. The process will include the following steps:

1. Search Committee completes review of materials submitted by applicants and chooses semi-finalists.
2. Semi-finalists references are checked.
3. Zoom platform interviews are scheduled and conducted.
4. In-person interviews will be scheduled and conducted for top selected applicants. Travel for in-person interviews in Fairbanks will be provided by IREMSC.

APPLICANT INSTRUCTIONS

If you are interested in applying for this position, you must submit the following:

1. A cover letter describing why you are interested in this position. Be sure to address the needs described in this packet if they are not included in your resume.
2. A resume of your education and experience. For each place that you worked or volunteered please include the name of the supervisor, telephone number and email address. You may limit this to the last ten years.
3. A list of **three (3)** references including name, relationship to you, mailing address, telephone number(s) and email addresses. Please note the best time of day to contact each person.
4. A signed Application Agreement and Waiver of Liability form. (found on last page of this document).

Interested individuals are encouraged to apply at the earliest possible date.

Only those candidates providing all requested information will be considered for interviews.

SEND THE COMPLETED APPLICATION PACKET TO:

Electronic: director@interioremscouncil.org
Mail: Search Committee
Interior Region EMS Council, Inc.
2503 18th ave
Fairbanks, AK 99709
Fax: (907) 456-3970

Questions regarding the process or position should be directed to Wilma Vinton at director@interioremscouncil.org or by calling (907) 456-3978.

Additional information about Interior Region EMS Council, Inc. can be found on our website at www.iremsc.org

Resumes will be accepted and the position will remain open through July 9th. Initial interviews will be conducted on July 19th. Interested individuals are encouraged to apply at the earliest possible date.

INTERIOR REGION EMS COUNCIL, INC.

2503 18TH AVE, FAIRBANKS AK 99709

(907) 456-3978

APPLICATION AGREEMENT AND WAIVER OF LIABILITY

I, _____, the undersigned, am submitting an application to Interior Region Emergency Medical Services Council, Inc. / IREMSC, for the position of **Executive Director**.

I authorize IREMSC to contact the references that I have provided, as well as any other person who knows of my professional abilities and accomplishments.

Furthermore, I authorize any person that IREMSC contacts by telephone, to truthfully and completely answer all questions posed to them about my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I further agree to hold harmless any person who is contacted by the IREMSC from any legal liability arising out of anything they may say at that time regarding my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I understand that if I become a finalist for this position IREMSC may be conducting a criminal background check, and authorize them to conduct that check with my full consent.

I also agree to hold harmless IREMSC, the Directors, the employees, or any person chosen to participate in the assessment of my suitability for this position, from any liability which may arise as a result of their participation in this search process.

Signed Date

Print name

Address

City, State, Zip Phone