**Notice of Position Availability**

**Executive Director**

Southeastern Massachusetts EMS Council Inc. is seeking applicants for the position of Executive Director. Serving as one of five Massachusetts Department of Public Health designated Regional Emergency Medical Services Councils, the organization is primarily responsible for planning, implementing and coordinating the delivery of emergency medical services for the 77 cities and towns of southeastern Massachusetts.

The Executive Director is responsible for managing all the activities and affairs of the organization including:

 Responsible for the operations of the corporation including personnel and financial management, budget development and grant management.

 Development, enhancement and maintenance of the regional EMS system including strategic development.

 Serve as the advocate for the regional EMS system on a variety of local, regional and state committees and advisory boards.

 Provide technical assistance to public and private organizations and communities.

 Develop strategic partnerships to enhance the organization’s effectiveness.

 Facilitate a consensus building process through a complex committee structure led by a volunteer Executive Board.

 Planning activities include: disaster, pandemic and emergency preparedness; hospital/system surge capacity; service zone planning (community EMS system design); trauma system development; interoperable and EMS system communications; public education and outreach.

Qualified candidates shall have a minimum of 5 years progressive pre-hospital experience, and a minimum of 2 years in EMS system planning and management with demonstrated leadership skills.

Please send a resume/CV, cover letter no later than November 19, 2021 to:

Chief Justin Alexander

Easton Fire Department

413 Bay Road

Easton, MA 02375

[JAlexander@easton.ma.us](mailto:JAlexander@easton.ma.us)

**OPERATIONAL POLICIES**

**Executive Director Job Description** **ADM-1**

**DUTIES AND RESPONSIBILITIES**

Under the general administrative direction of the Executive Board of the Southeastern Massachusetts Emergency Medical Services (SEMAEMS) Council, this position is primarily responsible for managing the agency designated by the Massachusetts Department of Public Health to coordinate the delivery of EMS in the Cities and Towns of EMS Region V.

**Responsibilities will include:**

* Organizes and directs the activities of the State designated EMS Council, as defined by Massachusetts General Laws, Regulations, and contract;
* Financial management of private, non-profit 501(c)3 corporation;
* Develops, manages, and monitors grants, budgets, and contracts of the SEMAEMS Council, Inc. Identifies, recommends, and secures continued sources of funding for the operation of the Regional EMS Council;
* Develops objectives and work plans, implements and oversees specific Regional EMS Council projects and programs;
* Provides staff support to several committees, and provides regular updates on Regional and Statewide EMS issues to the Board;
* Serves as liaison with providers, consumers, and government agencies on all EMS issues;
* Serves as a member of the Massachusetts Emergency Medical Care Advisory Board (EMCAB), and other State EMS Committees;
* Reviews, facilitates and coordinates a wide variety of regional and local EMS plans, legislative initiatives and policies/programs that promote and expand emergency medical services systems;
* Selects, directs, and supervises assigned personnel contracted services, vendors.
* Performs similar or related functions as required or directed by the SEMAEMS Council.
* Develop and maintain employee benefits program
* Maintenance of all Regional property and equipment

**Reports:**

The director shall communicate monthly, or as needed, to the president of the council on meeting, issues, and financial matters.

The director shall provide a formal report the executive board at least four (4) times a year on recommendations, policies, issues, and finances. Such meetings shall be scheduled after the filing of the previous quarter filings.

The director shall provide a regional report to the full council at each regional council meeting. Each report shall provide a summary of the regional office activities and statewide meetings and committees.