



Job Description

Job Summary

The Executive Director will perform all services, acts, or things necessary or advisable to manage and conduct the operations of the District, subject to the policies set by the Board, including the hiring and firing of all paid firefighters of the District. The Executive Director is the District's Chief Executive Officer and is responsible for the administration of all District affairs, subject to Board adopted policies, applicable law, and approved budgets.

Essential Functions

1. **Administrative Leadership.** Serves as the Chief Executive Officer of the District responsible for implementing Board policy, directing all District operations, supervising District personnel, Administering District Programs, Protecting District assets, and ensuring the efficient delivery of emergency services. Coordinates long-term organizational development and assists Board in preparing for future growth and paid staffing initiatives. Responsible for identifying organizational risks and implementing mitigation strategies. Acts as executive representative during major incidents.
2. **Board reports.** Reports directly to the Board and attend all District Board meetings to advise the Board members on (1) the state of all District administrative and operational matters and activities; and (2) on the needs and activities of the service providers and advises the Board regarding policy implications, organizational risks, financial impacts and strategic opportunities.
3. **Personnel.** Hiring and supervision of future paid personnel; recommendations regarding discipline and terminations; development of personnel policies; development of organizational culture, performance evaluations, succession planning, leadership development, disciplinary procedures and training standards; and maintain Board involvement.
4. **Purchasing and Procurement.** Coordinate and facilitate, based on the needs of the District and its service providers, all purchasing and procurement for and on behalf of the District within certain financial limits. Acquires quotes or bids when required. Approves operational need.
5. **Service Agreement Compliance.** Oversee the activities and reviews annually the operational status of the District's service providers to ensure that they are in compliance with the terms of their respective service and certification agreements.
6. **Inter-agency Relations.** Coordinate and communicate with the District's service providers and act as liaison between the District its service providers and other entities as directed by the Board. Works with county officials, state legislators, Commissioners Court, TDEM, TFS, TEEX, Fire Chiefs. Official spokesperson for District unless Board directs otherwise.



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7. **Agency Relations.** Coordinate and communicate with the District's Business Manager about any items that may impact the District's budget.
8. **Vendor Relations.** Coordinate and communicate with the District's vendors, including, but not limited to, the District's insurance carrier.
9. **Performance Metrics.** Develops annual performance goals, maintains service provider scorecards, quarterly review of response analysis, ISO improvement and assists with Capital planning. Meets Board goals, Budget performance, Strategic plan implementation, compliance, organizational leadership, public trust and operational effectiveness.
10. **Records Management.** Manage and maintain all District asset and inventory records.
11. **Other duties.** As assigned.

Professional Requirements and Qualifications

The District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. Any combination of education and experience that meets the job requirements may be considered for this position at the discretion of the District Board.

- Eligible to work in the United States and Texas.
- Preferred a valid Class-B Texas Driver's License or obtain within 30 days of hire.
- Hold a 2-year associate degree in public administration, business administration, fire administration, or related field; or equivalent experience in a related field. A 4-year bachelor's degree from an accredited institution is preferred.
- Must have 5 years of county government experience related to fire suppression, emergency medical service, emergency management, or related field.
- Preferred having a minimum of five (5) years as a member of a volunteer fire department, with a preference for five (5) or more years of experience leading or managing a volunteer fire department or Emergency Services District.
- Have completed Texas Open Meetings Act and Public Information Act training within 30 days of hire.

Preferred knowledge, skills, and abilities

- Knowledge of Emergency Services District operations, fire suppression and EMS operations, including volunteer and career departments, public and private EMS providers involved in 911 response, to include strategic planning.
- Knowledge of Texas Health and Safety Code Chapter 775, Texas Government Code Chapter 418 and Chapter 419, the Health Insurance Portability and Accountability Act (HIPAA), and related local laws, codes and regulations.
- Knowledge of capital improvement and construction projects and procurement methods.



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- Communicates clearly and professionally, both verbally and in writing; prepares well-organized written reports and presentations.
- Works independently, managing projects from start to finish, prioritizing tasks, and evaluating complex issues.
- Protects confidential and sensitive information at all times.
- Operates computers and standard office equipment proficiently.
- Performs all physical, intellectual, and analytical duties of the position, including making sound decisions.
- Consistently exhibits integrity, professionalism, and strong moral character.
- Ability to successfully complete a post-offer background investigation, which may include fingerprinting, criminal history review, driving record screening, reference checks, employment verification, and credit evaluation.
- Ability to maintain productive and professional working relationships with co-workers, elected and appointed officials, service providers, taxpayers, and the public.
- Ability to conduct and participate in public meetings and workshops, consistently representing the organization in a positive and professional manner.
- Ability to report to work as scheduled, exhibit professional attire, and maintain a neat and clean appearance.
- Ability to effectively lead and supervise staff.

Physical Requirements

- Able to reach, bend, stoop, and handle objects with hands and fingers, plus the ability to speak, hear, and see as necessary to perform essential job functions.
- Able to work extended or irregular hours when required, including evenings and nights.
- Able to work effectively under stressful conditions and during periods of significant pressure.
- Able to perform duties in climate-controlled indoor environments and outdoor environments with significant variations in temperature and other weather-related conditions.
- Capable of performing light to moderate physical work, including lifting or carrying up to 50 pounds.

Work Environment and Salary Expectations

The Executive Director typically works in an office setting and reports directly to the District Board of Commissioners. The Executive Director may travel for meetings and workshops. The role requires balancing administrative duties, public and stakeholder engagement, and strategic oversight.

This position is a salaried, exempt position and will be compensated depending upon qualifications.