



## JOB DESCRIPTION

**Job Title:** EXECUTIVE DIRECTOR  
**Organization:** Central County Emergency 9-1-1  
**Reports To:** Central County Emergency 9-1-1, Board of Directors

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**City:** West, St. Louis County  
**Location:** Missouri  
**Country:** United States  
**Primary Category:** Agency Head/Director  
**Salary:** \$90,000 - \$120,000  
**Position:** Full-Time

### EMPLOYMENT

The Executive Director position shall be a salaried, full-time, executive of Central County, responsible for the all-encompassing, efficient leadership of the Center in conjunction with, and under the Direction of the Board of Directors. The Executive Director role is designed to ensure quality support and exceptional service to member organizations, as well as to maintain the highest level of safety for those who provide emergency services, and to the general public, of whom are dependent upon the quality services of the Center. This position is multi-faceted with all of the associated demands and responsibilities associated with overseeing a “stand alone” professional Agency. The Executive Director shall be employed by and serve at the pleasure of the Board.

### JOB DESCRIPTION SUMMARY

The Executive Director exercises considerable judgment and discretion in managing day-to-day activities: supervising management and administrative staff; interacting with other agency executives; the media, public, and vendors. The Executive Director makes recommendations to the Board of Directors in matters related to budget, hiring, promotion and equipment acquisition. The Director has, with concession by the Board of Directors, final decision making authority regarding discipline, planning, policies, training, and goal-setting.

### MINIMUM REQUIREMENTS

1. Bachelor’s Degree in Emergency Services Management, Public Administration, Public Safety or a related field from an accredited University;
2. 3 - 7 Years Director or Upper-level Management experience with small to mid-sized organizations;
3. Must have a valid driver’s license;
4. Must be a U.S. citizen;
5. Must pass pre-employment background check, drug screen, and reference check;

## **PREFERRED QUALIFICATIONS**

1. General working knowledge of Emergency Dispatch Services;
2. Experience with or understanding of Union & Labor Relations, Collective Bargaining;
3. Strong working knowledge and/or experience in the Fire Service, Emergency Response Services, Public Safety or in working with/for related agencies and authorities;
4. Experience in the Public Sector;
5. Experience in change management or with organizational mergers and acquisitions;

## **JOB FUNCTIONS:**

\*Must be able to perform the essential job functions with or without reasonable accommodation.

1. Shall direct, plan, and oversee the work and professional development of the Operations Manager, Training Coordinator, IT Administrator, Administrative Manager, and Human Resources, including preparation of evaluations and assignment of projects. Additional responsibility for new staff may be assigned;
2. Shall confer and meet as needed with the Board of Directors concerning personnel-related matters, administrative and fiscal responsibilities and shall make appropriate recommendations, suggestions and decisions respective to the needs of the organization;
3. Plans, coordinates, directs, and participates in the development and implementation of administrative, operational, and strategic goals, objectives, policies, and procedures. Prepares various contracts, Memorandums of Understanding and Letters of Agreement. Administers agency grants;
4. Serves as the final arbiter in hiring, disciplinary, and labor relations decisions and actions. Works closely with Human Resources to develop policies, best practices, and strategies to enhance employee relations and mitigate risk while fostering a positive workplace culture;
5. Oversees the financial activities of the agency in conjunction with the Administrative Manager, including, but not limited to accounting, accounts payable, accounts receivable, purchasing, fixed assets, revenue and expenditure recordation, budgeting, grants, budget controls, and strategic/business planning;
6. Works directly with the IT Administrator to troubleshoot/resolve IT-related issues, stay abreast of leveraging new technology, auditing technological spend, and maintaining efficient systems within the organization as well as in supporting contracted entities;
7. Works with Operations Manager to adjust staffing levels as needed, ensure agency standards are maintained, & address any operational concerns related to Dispatch performance;

8. Represents the agency at meetings, conferences and seminars with other government agencies, business groups, citizen groups, professional associations and the public;
9. Serves as primary media and public relations contact;

**ABILITY TO:**

1. Consistently utilize ones' own knowledge and experience to make sound decisions in the best interest of the organization;
2. Demonstrate professionalism and high level of business acumen;
3. Establish rapport and maintain positive working relationships with Board of Directors, contracted agency representatives, the Center's staff, vendors; and public constituents,
4. Serve as the face of the organization;
5. Demonstrate problem-solving resourcefulness, and consistency in addressing the organization's opportunities and challenges;
6. Demonstrate effective and inspiring Leadership in all capacities;
7. Ability to address complaints and resolve issues in a professional manner;
9. Lead from the top-down while championing individual contribution and the strengths of each staff member;
10. Effectively build relationships;
11. Exhibit exemplary communication skills;

**ADDITIONAL INFORMATION**

Total compensation plan includes; employee & dependent health, dental, vision, employee life & disability Insurance, paid Holidays, Personal Time Off, Vacation, Sick Time Off, Retirement, & tuition assistance.

Applications will be screened to determine those who are best qualified to continue in the selection process. Candidates considered qualified based on the information provided will be invited to participate in a Qualification Appraisal interview to further assess their qualifications. "Skype" or other remote technology will be acceptable for this interview.

*\*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required.*

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**TO APPLY**

Applications can be obtained at the Central County Emergency 9-1-1 location, 22 Weis Avenue, Ellisville, MO 63011 at any time, or via the Central County Emergency 9-1-1 website: [www.cce911.org](http://www.cce911.org). Applications may be mailed along with a resume and a minimum of three professional references, **marked "Attn: Kate Stenslokken, Human Resources."**

**Direct Contact:** [Kate.stenslokken@cce911.org](mailto:Kate.stenslokken@cce911.org)

For those interested in applying on-line it is recommended that all applicants visit Central County's Career site to fill out an applicant profile and upload/attach the full application as well as any accompanying documentation there: <https://cce911.aaimtrack.com/jobs/121841.html>.

### **AN EQUAL OPPORTUNITY EMPLOYER**

Central County Emergency 9-1-1 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Central County Emergency 9-1-1 will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Central County Emergency 9-1-1 is a drug and alcohol-free workplace. A pre-employment drug screen is required for all positions.