

TARRANT COUNTY EMERGENCY SERVICES DISTRICT No. 1

EXCELLENCE | INTEGRITY | SERVICE

www.tarrantesd1.org

Job Description



Tarrant County Emergency Services District No. 1 is seeking a full time Executive Director/Fire Chief. Tarrant County Emergency Services District No. 1 is a vital part of Tarrant County and the North Texas Community, providing Fire and EMS ambulance services to over 55,000 residents and 25,000 structures across 183 square miles of unincorporated Tarrant County. The District contracts with 17 fire departments to ensure comprehensive coverage and effective response times. The District is undergoing a full organizational study and expects to add up to three fire stations and respective personnel in the coming years. The District is directly funded by an ad valorem tax, and sales and use tax, yielding over 17 million in annual revenue.

Applicants should submit questions, resume, and letter of interest to:

STASH Enterprises, LLC

swatson@stashllc.net

682-225-5559 for more information

Job Title: Executive Director/Fire Chief
Type: Full-Time Exempt or Contract
Location:

Salary: \$138,530 - \$175,680 DOQ
Work Hours: 8:00 am – 5:00 pm, Monday – Friday or As Necessary

Opening Date: 10/1/2024
Closing Date: 12/1/2024

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The Executive Director performs complex supervisory, managerial, and administrative functions and applies professional skills and knowledge in the planning, organizing, coordinating, directing, and supervising of the activities of Tarrant County ESD No. 1 (TCCESD1). The Executive Director's purpose is to perform various technical, administrative, and supervisory work in planning, organizing, and directing the governmental operations of the Emergency Services District.

Reports to: The TCESD1 Board of Commissioners

Essential Functions

The following duties are intended to serve as a representative summary of the primary duties and responsibilities of the position. The incumbent may not be required to perform all duties listed and may be required to perform additional duties not included in this description.

The desired candidate will have a progressively successful career demonstrating the ability to grow and guide a complex and dynamic organization. Specific attributes include, but are not limited to:

ESD Administration and Management

- Responsible for the overall administration and management functions of TCESD1; including planning, developing, organizing, directing, and coordinating local governmental administration activities.
- Develops and implements goals, objectives, policies, and procedures and ensures they are followed.
- Selects, motivates, delegates, and evaluates administrative staff and workload. Identifies workload balance, deficiencies, training, and improvements necessary for staff growth and development.

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- Directs and coordinates with district employees, contractors, service providers, and other designees to ensure capable and effective delivery of emergency services to the district.
- Monitors or responds to major emergencies in the district to support operational staff and service providers, and ensure overall continuity of services for the district.
- Tracks, monitors, reports, and assesses response data and metrics including unit hour utilization, resource reliability, standards of cover, effective response force, and overall emergency service delivery for the district.
- Develop, oversee, and implement new, innovative, and ongoing programs and services in order to deliver efficient and effective public safety services to the district.
- Participates in developing, implementing, and updating strategic plans and projects.
- Consults with the Board of Commissioners as required, acts upon TCESD1 assigned agenda items, and participates in professional group meetings.
- Creates, organizes, and maintains documents in compliance with the applicable law, including but not limited to communications, agendas, meeting minutes, contracts, proposals, and resolutions.
- Manages vendor relationships to maximize value and negotiates simple to complex contracts.
- Establish and maintains effective working relationships citizens, stakeholders, community leaders, media, contractors, and employees, as well as local, state, and federal administrative and elected officials on behalf of the district.
- Advises and assists in developing legislative initiatives and evaluates proposed legislation.
- Any other task assigned by the TCESD1 Board of Commissioners.

Financial Administration and Management

- Performs budget development and administration responsibilities, approves expenditures, and directs the preparation and implementation of budgetary adjustments.
- Prepares forecast data, adjustments, and schedules.
- Works with the district CFO or designee to prepare, review, reconcile and maintain invoices, statements, schedules, exhibits, expenditure reports, financial reports, financial summaries, contracts, and various financial transactions and documents verifying the accuracy of computations.
- Determines that all transactions are adequately supported, are in accordance with pertinent regulations, and are classified and recorded according to acceptable accounting standards.
- Schedules, manages, and assists accountants and/or auditors with annual financial reviews and audits.
- Conducts continuous research and evaluation of the best value for expenditures in all budgets and funds.
- Oversees the processing of accounts payables, accounts receivables, and deposits.
- Assists in the planning and development of pay scales and employee benefits.

Capital Project Administration and Management

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- Manages the design, development, and implementation of projects to include, but not limited to, gathering and defining the project requirements; and obtaining staffing and contractor requirements.
- Develops methods, procedures, and quality objectives, including metrics for assessing progress; utilizes established project standards, procedures, and quality objectives.
- Conducts project meetings; communicates individual roles and project expectations; ensures all project team members have the tools to perform effectively.
- Create, review, or evaluate project plans and schedules.
- Provides work direction and leadership to assigned projects, including scheduling, assignment of work, and review of project efforts.
- Monitors project milestones and critical dates to identify potential risk to project schedule; identifies ways to resolve schedule issues, and meet project timelines.
- Assesses variances from the project plans; gathers metrics and develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, budget, and quality objectives.

Information Technology And Communications Administration and Management

- Provides input to technology planning, assists with identifying and researching alternative technologies, evaluates current staff and technical resources, and identifies alternatives for addressing objectives relating to information technology and emergency communications.
- Oversees and works with the emergency communications provider to ensure accurate and effective response plans are in place and operational for the district.
- Oversees coordinates with the emergency communications provider to ensure efficient and effective call processing, dispatching, and resource utilization.
- Manages the development and implementation of IT initiatives for the district.
- Oversees the acquisition and implementation of approved hardware and software including the planning for migration, installation, and training.

Emergency Management Administration

- Coordinates with local and regional emergency management to ensure the needs of the district and its citizens and communities are fulfilled.

Minimum Qualifications/ Requirements

- High school diploma or GED
- Current valid Class C State of Texas Driver License (Class B preferred)
- Fire or public administration degree or related professional accreditation credentials (CFE, EFO, FSCEO)
- Five (5) years of business management and administration experience.
- Five (5) years of budget planning and administration experience.
- Five (5) years of progressively responsible supervisory experience
- NIMS 100, 200, 300, 400, 700, 800

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Preferred Qualifications/Requirements

- Ten (10) years of business management and administration experience.
- Ten (10) years of budget planning and administration experience.
- Ten (10) years of progressively responsible supervisory experience

Necessary Knowledge, Skills, and Abilities

The position requires a broad understanding of:

- Knowledge in management and implementing best practices.
- Knowledge of governmental procedures and policies to include but not limited to Texas Health and Safety Code 775, Texas Government Code 551, and Texas Government Code 552.
- Knowledge of budget preparation and administration.
- Knowledge of theories, principles, and practices of accounting and accounting-related computer programs and software.
- Knowledge of tax and other compliance implications of local government and non profits.

Necessary Knowledge, Skills, and Abilities Continued

- Knowledge of government contract management.
- Knowledge of project management principles, practices, techniques, and methodologies.
- Knowledge of organization, administration, and personnel management.
- Knowledge in developing project plans and scope of work.
- Knowledge of information technology system environments.
- Knowledge of methods and techniques involved in system, processes, security administration, operational capacity planning, and cost-benefit analysis.
- Ability to supervise and develop employees to ensure the necessary skills and abilities exist for growth.
- Ability to work well with others and have a positive leadership attitude and interact with the public in a respectful and courteous manner.
- Ability to participate in professional associations and stay current on policy, legislation, and regulation.
- Ability to maintain timely attendance and work extended hours when required.
- Ability to manage multiple projects/programs.
- Ability to communicate to a diverse range of socio-economic and educational levels.
- Ability to measure and determine priorities with minimal direction or supervision.
- Ability to communicate effectively, orally and in writing, with employees, other governmental agency representatives, county officials, and the general public.
- Ability to prepare and analyze various reports.
- Ability to delegate when warranted and/or appropriate.
- Knowledge, skills, and abilities related to the performance of general office clerical duties including, but not limited to Microsoft Office; Word, Excel, Publisher & Outlook.

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- Must be able to read, write and fluently speak the English language. Spelling, punctuation, sentence structure, and writing are essential. Must be proficient in a variety of styles, including creative, professional, technical etc.
- Performs a wide variety of assignments that may be confidential and require research to complete.

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to use hands and fingers, handle, talk, hear, or feel objects and reach with arms. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift or move up to 25 pounds and occasionally more than 50 pounds. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

Visual and fine/gross motor skills enabling the use of office equipment are required.

Visual and fine/gross motor skills enabling the safe operation of a vehicle during normal, as well as during hazardous weather situations are required.

Must be able to work evenings and weekends occasionally if needed. Work will be in an office environment with prolonged periods of sitting at a desk, answering phone calls, and working on a computer, with occasional harsh environmental conditions at jobsites, public functions, and emergency scenes.

Other Requirements

Must pass the Tarrant County Emergency Services District No. 1 suitability examination, drug and alcohol testing, background investigation, and possess no felony convictions, no misdemeanor convictions involving moral turpitude or pattern of misdemeanor convictions; no pending misdemeanor or felony charges; not a habitual drunkard or gambler; no use of illegal drugs in the past ten years; and never sold illegal drugs.