



**SREMS  
COUNCIL**

**Susquehanna Regional EMS Council, Inc.**

311 Exchange Avenue • 2nd Floor Unit 2

Endicott, NY 13760

Ph 607.699.1367 • Fax 607.397.2728

The Susquehanna Regional EMS Council is seeking applications for the position of Executive Director.

## **Executive Director / Chief Administrative Officer**

### **Job Description:**

The Susquehanna Regional EMS Council, Inc. is a private, not-for-profit corporation currently seeking an Executive Director. The Executive Director is responsible for:

- Overseeing and supervising the daily operation of the Susquehanna Regional Emergency Medical Services Council Program Agency, which serves Broome, Tioga, and Chenango counties. This includes hiring and managing staff, allocating responsibilities, and establishing a reporting structure.
- Interfacing and collaborating with a volunteer board of directors, who collectively serve as the Executive Director's supervisor.
- Ensuring completion of the NYS Dept. of Health contract deliverables.
- Reporting and providing administrative support to the Susquehanna Regional EMS Council and Regional Emergency Medical Advisory Committee.
- Administering all contracts, subcontracts, and grants of the corporation.
- Acting as a liaison between the corporation and the Department of Health.
- Providing outreach and assistance to ambulance agencies.
- Perform other duties as assigned.

Some evening and weekend work is required, with extensive travel within the three-county region.

### **Typical Minimums**

- Bachelor's degree from an accredited college, or equivalent experience/combined education, with five years of professional experience; or
- Three years of professional experience with a Master's degree.

### **Basic Qualifications**

- Three or more years of management or supervisory experience.
- Certification as a NYS Emergency Medical Technician (must be continuously maintained while in position). If not currently certified, the candidate must obtain certification within 12 months of appointment at their expense.
- A working knowledge and understanding of the pre-hospital emergency medical services system in New York State.
- Strong information technology skills (e.g., Microsoft Office suite, Google apps for work, website development, computer application deployment, etc.).
- A working knowledge and understanding of general business management practices, including financial management.
- Reliable transportation that is available for regular, as well as evening and weekend travel.



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### **Desired skills**

- Bachelor's degree in public administration, business, health-related, or management fields.
- Certification as a NYS Paramedic.
- Experience with EMS administration, CQI/CME programs, or working with volunteer and career EMS agencies.
- Background in nonprofit management
- Excellent verbal and written communication skills
- Demonstrated ability to work with a diverse group to achieve common goals

**Susquehanna Regional EMS Council, Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.**

**Salary Range: \$70,000- \$90,000**

**Job Location:** Endicott, NY

**FLSA Status:** Exempt

**Virtual Job:** Part-Time <50%

**Relocation Assistance Available:** No

**Work Schedule:** First shift; Mon-Fri; full-time / flexible schedule

Applicants should submit a letter of interest, resume, and contact information for three professional references by email to [hr@srems.com](mailto:hr@srems.com) or by US mail to:

SREMS HR

311 Exchange Ave, 2<sup>nd</sup> Floor Unit 2

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