



**HAYS COUNTY ESD #9**  
210 W Moore St. Kyle, TX 78640  
Phone: (512) 792-2107 | [www.esd9.org](http://www.esd9.org)

## **District Administrator**

**Reports To: Board of Emergency Services Commissioners**

**Supervises: Administrative Assistant**

### **Job Qualifications**

- Ten (10) years of experience in providing emergency services.
- Five (5) years of experience in working with ESD's (preferred)
- A Texas driver's license and an acceptable driving record are required.
- Applicant must not appear on CMS Exclusion List.
- Master's degree, preferably with coursework related to emergency medical services administration, business administration, or public administration. (preferred)

### **Duties/Responsibilities**

- Indirectly supervises, through an established chain of command, all department personnel, services, programs, and activities.
- Reports to the Emergency Services Commissioners, maintaining open communication and disclosure of the conditions, operations, and needs of the district.
- Drafts, presents, and recommends organizational policies and programs to the district commissioners.
- Oversees, prepares, and submits the department budget, capital improvements plan, and multi-year financial plan.
- Facilitates periodic audits and compliance activities for the district.
- Supports and directs public relations activities to build and maintain relationships with other organizations and the public.
- Executes other duties as requested by the district Commissioners.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless public service.
- Prepares specifications for and recommends and approves procurement of supplies and equipment as outlined through the budget.
- Monitors expenditures of budget.
- Implements changes in departmental policy and operations to improve efficiency and effectiveness.
- Performance is evaluated based on the demonstrated achievement of excellence in district outcomes.
- Performs related duties as assigned.

### **Necessary Knowledge, Skills, and Abilities**

- Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. This includes the exercise of judgment in determining time, place, and/or sequence of operations. This includes referencing data analyses to assess the necessity for revising organizational components.
- Requires a thorough knowledge of modern emergency medical services' principles, practices, and techniques. Possesses the ability to apply this knowledge to various administrative problems.
- Requires the ability to plan, initiate, and carry out diverse programs in the district's divisions and to relate the district's programs with other city and county programs' goals and objectives.



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- Requires the ability to utilize various advisory and design data and information, such as local, state, and federal laws, regulations, policies, and procedures applicable to emergency medical service programs.
- Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or set of programs.
- Must be able to drive/operate a motor vehicle in a safe/professional manner.

**Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift, push, pull, carry 15 Lbs. infrequently.