

Galveston County Emergency Services District #2
District General Manager Job Description
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3.) REQUIRED KNOWLEDGE AND SKILLS –(Continued)-

- j) Principles and practices of business communications and report writing.
- k) Financial recordkeeping, purchasing and budgeting practices.
- l) Computer applications including spreadsheet and graphics applications.
- m) Filing and indexing methods.
- n) Leadership and management theory and practices.

4.) CONTACTS AND RELATIONSHIPS

Contact will occur with District employees and Commissioners; Volunteer Fire Departments and their firefighters; PEMSI and emergency medical services providers employed by PEMSI; and various other contractors, vendors, the public, civic groups, and representatives of other public and private agencies.

5.) DOCUMENTED ABILITIES

- a) Provide leadership for the District and serve as the chief executive officer and administrative agent of the District.
- b) Plan and enforce a balance budgets.
- c) Develop long-term plans and programs.
- d) Analyze problems, make decisions on policy and administrative policy and administrative matters and implement effective solutions.
- e) Work within, interpret and apply applicable laws, rules and regulations.
- f) Select, motivate, supervise and evaluate personnel and delegate authority and responsibility.
- g) Establish and maintain effective public relations, meet with citizen groups and organizations, analyze and resolve complaints and make recommendations on request for services.
- h) Establish and maintain effective relationships with those contacted in the course of work to include the community at large, Board of Commissioners and public officials of other agencies.
- i) Resolve conflict situations in a fair and amicable manner.
- j) Think clearly, logically and rationally under pressure, appraise situations accurately and quickly and adopt effective courses of action.
- k) Maintain the confidentiality of sensitive information.
- l) Make sound decisions in accordance with established policies and procedures.
- m) Communicate effectively orally and in writing and speak effectively in public.
- n) Prepare clear and comprehensive reports and make effective presentations.
- o) Operate a personal computer and use applicable software.
- p) Meet the public with courtesy and tact.

6.) EDUCATION / EXPERIENCE

With Degree: Documentation of completion of a four (4) year degree program (preferred) in a related field at an institution of higher learning, and a minimum of seven (7) years of documented experience with increasing responsibilities.

Without a Degree: Documentation of a minimum of fifteen (15) years of experience in a related field with increasing levels of responsibilities regarding management of budgets, equipment, and personnel.

7.) SPECIAL REQUIREMENTS

Possess or able to obtain a valid and appropriate Texas Drivers License and acceptable driving record at time of appointment and throughout employment in this position. Able to pass a pre-employment drug screening
Must be able to work flexible and extended hours to accommodate District needs.

8.) PHYSICAL TASKS AND WORKING ENVIRONMENT

Work is performed indoors and outdoors. When work is performed outdoors there is full exposure to the elements. The General Manager uses a personal computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, climbs ladders, inclines and stairs, crawls, bends, reaches, grasps, pushes, pulls, drags, lifts and carries supplies, fire suppression, rescue and other equipment weighing 65 pounds or less. The General Manager uses basic hand tools and other equipment, drives a vehicle on Emergency Services District business, may walk and stand on slippery and uneven surfaces and be exposed to grease/oil, solvents and chemicals and mechanical hazards. The General Manager must be able to meet the physical requirements of the job and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed

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9.)

BENEFITS

The General Manager position is a full-time salary position of the District. The General Manager has the use of a vehicle owned by the Emergency Service District for District related business. The General Manager uses basic hand tools and other equipment, drives a vehicle on Emergency Services District business, may walk and stand on slippery and uneven surfaces and be exposed to grease/oil, solvents and chemicals and mechanical hazards. The General Manager must be able to meet the physical requirements of the job and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

CONTACT PERSON

If there are any questions, please contact Ms. Jan Foster Administrative Assistant for Galveston County ESD #2 Monday – Friday between the hours of 10:00 a.m. to 3:00 p.m. Please submit resumes to Ms. Foster either via email, postal service, or direct delivery at the following destinations:

Physical Address

(for deliveries)
930 Noble Carl Drive
Crystal Beach, TX 77650

Mailing Address

Galveston County ESD #2
P.O. Box 1546
Crystal Beach, TX 77650

Email

Ms. Jan Foster
janfoster@gcesd2.org

Phone

(409) 684-2005