

**TSA-B Regional Advisory Council (BRAC)**  
**South Plains Emergency Medical Services (SPEMS)**

**Job Description**

**JOB TITLE:** Assistant Director  
**REPORTS TO:** Executive Director  
**COMPENSATION:** Commensurate with Experience

**POSITION SUMMARY:**

Assists in execution of organizational policy as determined by RAC-B/SPEMS Executive Boards. Serves as a supporting liaison between the organization and the Texas Department of State Health Services (DSHS), as well as other local, regional, state and/or national entities as needed. Provides management support and daily office coordination. Assists in coordinating injury prevention/preparedness and educational programs for the RAC/SPEMS agencies.

**DUTIES AND RESPONSIBILITIES:**

- A. Attends all Executive Board and General Membership meetings
- B. Assists Executive Director with preparation for meetings:
  - Meeting room reservations.
  - Agenda and meeting packets prior to meeting.
  - Meeting notices sent 7 days in advance.
  - Quarterly report for Executive Board and General Membership.
  - Keep Executive Board and General Membership informed of DSHS information updates.
  - Send Executive Board and quarterly General Membership meeting minutes to DSHS as required.
  - Attend RAC-related meetings (Governor's EMS and Trauma Advisory Council (GETAC), RAC Chair Meetings, etc.), and defines impact on TSA-B.
  - Assists with planning and implementation of the Annual SPEMS Conference.
- C. Serves as a liaison with the Executive Director between TSA-B/SPEMS, DSHS and other RACs.
- D. Coordinates with Executive Director for day-to-day operational issues: mail, document requests from DSHS, requests and scheduling of case reviews, routine telephone and e-mail queries from member agencies and other RACs.
- E. Assists with development, implementation and oversight of approved fundraising events.
- F. Facilitates annual review of organizational by-laws, and policies & procedures.
- G. Assists with special projects, grants, website and membership rosters.
- H. Participates in development of RAC strategic plan.
- I. Facilitates record maintenance for Executive Board and Membership.
- J. Assists accounting operations in coordination with Executive Director, accountant, Treasurer, Executive Board and with audits.
- K. Maintains Regional Trauma Registry and provides monthly, quarterly, bi-annual and annual reports to Executive Board and other entities.
- L. Maintains membership applications, renewals oversight, and member communication.
- M. Files Annual Report to DSHS prior to due date.
- N. Responsible for the coordination and oversight of all approved marketing activities.

- O. Attends all Executive Committee, Standing and General Membership meetings.
- P. Attends all liaison meetings as needed.
- Q. Response to all phone, e-mail and written communication within 36 hours.
- R. Facilitates management documentation, expectation, and communication by due date.
- S. Assists with regional registry reports (morbidity, morality quarterly, bi-annual, and special requests).
- T. Coordinates registry data requests (approval only granted by Executive Committee).
- U. Facilitates communication, confidentiality, attendance and minutes of all meetings and activities of TSA-B and SPEMS.
- V. Facilitates specified prevention programs as directed by the TSA-B Committees.
- X. Assist with coordination, development and implementation of the SPEMS Pre-Hospital Treatment Protocols.
- Y. Coordinate the on-line SPEMS Protocol exams.
- Z. Serve as liaison between the SPEMS Medical Director and SPEMS EMS services and personnel.
- AA. Assist with the coordination of the SPEMS peer review process.

**KNOWLEDGE/EXPERTISE:**

- Knowledge of Texas Trauma Rules.
- Knowledge of EMS regulations.
- Knowledge of Trauma Center verification designation.
- Knowledgeable of Trauma Registry/Report data elements.
- Expertise in Trauma System Development.
- Expertise in Legislative rules process.
- Expertise in data base management.
- Expertise in grant application/writing and management.
- Expertise in communication skills (verbal/written).
- Expertise in project management.
- Expertise in website development and management.

**ABILITIES/SKILLS:**

- Ability to read and write English.
- Ability to develop clear, concise written and verbal reports.
- Ability to communicate with all entities and participating individuals of the RAC/SPEMS region.
- Ability to remain calm under stress.
- Ability to evaluate and interpret information and use that information to make recommendations to the Executive Board.
- Ability to respond to all communication requests.
- Ability to perform physical activities as necessary (bending, lifting (10-30 pounds), grasping, fine hand coordination, pushing, reaching, pulling, and squatting).
- Quantitative/statistical/mathematical ability.
- Ability to drive and have current Texas driver's license.
- Machine, tools, equipment, and work aid requirements.
- Computer: word processing, spreadsheet, graphics. Email, internet and website.
- High level of organizational ability.
- Demonstrates independent functioning.
- Higher level of computer literacy.