



Job Title: District/General Manager
Job Type: Full Time - Permanent
Location: Trinity County - Weaverville, CA

Trinity Life Support CSD is a newly formed Special District created to provide Emergency care and transport to our service area.

The General Manager is the chief executive officer of the District under the direction of a five-member Board of Directors. The General Manager is expected to plan, organize, coordinate and supervise all District functions and activities related to response and transporting of medical emergency patients, maintenance and purchase of transport ambulance and other operations of the District. A summary of the General Manager includes overseeing the following responsibilities:

- Direct and oversee activities of all District operations including personnel, recruitment, training, discipline, and administration.
- Preparation and administration of the annual budget.
- Manage District contracts and programs including grant writing
- Representing the District at local, regional, and State meetings.
- Assure the Board, through monthly meetings, is kept informed of all program, financial, legal, social, and economic issues currently or in the future that may affect District activities and operations.
- Monitor changes in laws, regulations, and technology that may affect District operations and implements policy and procedural changes as required.

In order to be considered for this position, you must include the following items by **March 20, 2021** (or until the position is filled):

- *Cover Letter*
- *Application*
- *Resume*



Job Title Continued: District/General Manager

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Desired qualifications:

- National Registered, California State licensed Paramedic with the ability to obtain NorCal EMS accreditation within 30 days of hire date.
- California Ambulance Driver License
- Meet TLS CSD Fitness Exam

We are seeking candidates with the following attributes:

- Ability to lead and mentor staff
- Ability to develop and maintain positive working relationships;
- Excellent communication skills, both verbal and written
- High ethical standards.
- Establish trust and credibility within the community;
- Adhere and implement policy decisions in a fair and equitable manner
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Compensation

- Salary Range \$63,000 to \$70,000 annually
- Paid Sick Leave and Annual Vacation
- Health Insurance, dental and vision insurance for Employee with the ability to add family members at employee cost
- Retirement contributions to Simple IRA with Employer match.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. Information you provide will be used for deciding who will be selected for the next step in our process.

You may deliver the cover letter, application, and resume in the following manner:

- **Email:** employment@tcls.org
- **Mail:** Trinity Life Support CSD,
C/O Employment/General Manager
PO Box 2907- Weaverville, CA 96093-2907
- **Hand Deliver:** Main Office: Trinity Life Support CSD,
C/O Employment/General Manager
610 Washington St. – Weaverville CA, 96093