

Job Description: District Administrator

Chambers County Emergency Services District No. 1

SALARY

Salary dependent on qualifications and/or experience

SUMMARY OF POSITION

The District's Administrator is appointed by the District's Board and is expected to provide overall leadership as the Emergency Services District's executive officer responsible for ensuring that the District provides adequate fire protection and assistance with emergency medical services to residents of the District. In addition, the Administrator plans, organizes, administers and supervises Emergency Services District activities; budget preparation and control; general accounting; administers the Emergency Services District contracts, purchasing, and billing; manages the District website and social media activity, and advises and assist the Emergency Services District Board of Commissioners.

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree preferred; experience in providing fire protection services and qualified in emergency medical services.

CONTACT PERSON

Please submit resumes to Mr. Wayne Wilber by end of business day June 6, 2023, to the Administrator for the Chambers County Emergency Services District No. 1 at 821 State Highway 124, Winnie, Texas 77665 or Admin@ccesd1.net. If there are any questions or to request a complete Job Description, please call Mr. Wilber at (409) 296-4133.