



Director of Operations

SUMMARY OF POSITION

The Director of Operations works in coordination with the Executive Director to assist with management of administrative and operational processes of the organization to include program development, office management, fiscal management, contract management, grant writing, program development, personnel oversight, and membership/stakeholder relations. Responsible for overall working knowledge of Capital Area of Texas Regional Advisory Council (CATRAC) programs and initiatives in order to coordinate emergency preparedness planning and healthcare system development. Participate in statewide programming for emergency medical services, trauma, stroke, cardiac, preparedness, and other healthcare systems planning.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director

Directs: All staff in coordination with the Executive Director and in the absence of the Executive Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES

In the absence of an Executive Director, acts in the capacity of the Executive Director and ensures the program and administrative responsibilities are carried out and/or fulfilled.

Responsible for managing day-to-day operations and reports to the Executive Director. Coordinates daily operations to ensure they are smooth and efficient.

Works with the Executive Director, CATRAC Executive Board, and staff to effectively develop, execute, and maintain CATRAC goals and objectives. Assists with research, development, and implementation. Assists Executive Director with ensuring objectives filter into daily operations.

Ensures that CATRAC System Plans are reviewed and updated annually, to include the Regional Trauma Plan, Regional Disaster/Emergency Response Plan, Stroke Plan, and STEMI Plan.

Assists Executive Director in program development and coordination.

Assists in the fiscal management of CATRAC as it relates to grant contracts, membership dues,



and donations.

Assists in the completion of all contract program and financial reporting and compliance requirements.

Assists CATRAC Executive leadership and membership with special initiatives and projects to improve the health outcomes of the population and the coordination of providers in the TSA-O Region.

Responsible for cultivating excellent relationships with members and regional stakeholders. Oversees the maintenance and coordination of website and social media content.

In collaboration with the Executive Director and CATRAC staff, coordinates/facilitates activities and healthcare system and response plans within the CATRAC region with other response partners, such as city and/or county Office of Emergency Management, local emergency response agencies and first responder organizations, hospitals and healthcare systems, local health departments, DSHS Health Service Region staff, and Councils of Government (COG). This coordination shall be conducted in accordance with the capabilities and requirements of participating state and federal grants as well as best practices.

Oversees staff participation in statewide programming for emergency medical services, trauma, stroke, cardiac, preparedness, and other healthcare systems planning.

Oversees the coordination and facilitation of CATRAC meetings, trainings, and conferences with CATRAC staff as necessary and at the direction of the Executive Director.

Provides technical assistance to participating healthcare systems and regional partners regarding grant guidance and compliance.

Participates in local, regional, and statewide exercises, as needed, to assess the capacity of the Region to respond to bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies.

Performs other related duties as may be assigned.

Maintains a professional appearance and demeanor appropriate to the CATRAC's mission.

ACCEPTABLE EXPERIENCE AND TRAINING:

Proficient computer skills; especially Microsoft Office Products, QuickBooks, and Adobe Acrobat. Experience with contracts and grants management. Must demonstrate proficiency in both oral and written communication, and establish and maintain effective working relationships with local, state, and federal agencies, health care officials, policy and advisory committees of the



regional council and the general public. Background in Emergency preparedness planning relating to healthcare systems, public health, emergency planning is preferred

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities for the position.

Must be able to complete the Incident Command System (ICS) courses of 800, 700, 100, and 200 within one (1) year of employment as well as 300 and 400 within year 2 of employment if training was not completed prior to employment.

CERTIFICATES AND LICENSES:

Graduate of an accredited degree program for nursing, emergency medical services, public health, public administration, or related field. Nursing, Public Health or Emergency services background preferred.

TYPICAL PHYSICAL DEMANDS:

Works in multiple environments of high stress and multi-tasking capacity with the ability to serve for extended periods during incidents and exercises. Must possess physical health including the ability to lift and move heavy and bulky items. Must be able to travel and participate in various conferences, regional exercises and real events, staff designated positions in the Emergency Operations Center/Medical Operations Center as needed during events and exercises, and appropriate meetings related to state and regional emergency management activities. Ability to react calmly and promptly during an emergency or disaster situation. Potential of working outside normal business hours, which includes overnight and on weekends during planned events/exercises and emergencies.

CERTIFICATES AND LICENSES REQUIRED:

Must possess a valid Texas driver's license.