



**PEE DEE REGIONAL  
EMERGENCY MEDICAL SERVICE, INC.**  
*1314 West Darlington Street  
Florence, South Carolina 29501  
(843) 662-5771  
Fax (843) 662-9444*

**Pee Dee Regional EMS, INC.  
Executive Director Search**

**Pee Dee Regional EMS Board is seeking an Executive Director due to our current director retiring. You are asked to send a resume and current certifications via email to [mself@pdrems.com](mailto:mself@pdrems.com) Please limit the size of the file to 2.5 MB or less. Must be self-motivated and function with minimal supervision.**

**General duties include but are not limited to managing and directing all activities of our organization while under the direction and supervision of the PDREMS Board of Trustees. Provide supervision of all PDREMS personnel while maintaining a professional appearance.**

**Essential Functions of the Job:**

- **Prepares and submits in a timely manner all grants, registration, contracts, budgets, taxes, state and federal regulatory agency request and processes.**
- **Interviews, hires, and directs all staff for PDREMS. The Board of Trustees reserve the right to be included in the interview process for new employees. Manages all disciplinary actions as needed, for all staff and maintains accurate and complete employee files.**
- **Attends meetings as needed and pertinent to the organization.**
- **Prepares and executes a yearly budget for the region and presents to the board for approval. Works with the Finance Committee on budget to provide sound fiscal management of the region.**
- **Prepares and executes a marketing plan to develop new classes and opportunities for the Region. Visits other regions, schools, agencies, and other businesses that are partners of the region. Presents to the board for approval.**
- **Prepares reports needed for PDREMS Board of Trustees, Auditor, DHEC or any other agencies.**
- **Maintain all reports and information on student activities for such agencies as DHEC, COAEMSPS, CAAHEP. Etc.**
- **Other assigned duties by PDREMS Board of Trustees.**

**Job Requirements:**

- **Bachelor Degree from a regionally accredited university supplemented by 8- 10 years of experience in EMS as a Paramedic with experience in Education, Administrative and Supervision of personnel.**
- **Current National Registry and State certified Paramedic with Advance level Instructor with DHEC EMS.**
- **Knowledge of payroll and tax liability as well as the South Carolina Retirement System**
- **Have a strong working knowledge of Microsoft Office applications including Word, Excel, Power Point, Access, Outlook and publishing programs.**
- **Excellent communication skills with both verbal and written communications.**
- **Possess knowledge in web publishing, internet security and networking.**

**Salary will be based on experience but is currently \$50,000.00-\$60,000.00 annually with SC Retirement and Health benefits.**

**Closing Date for application is September 1, 2022 at 1700**