

UTE PASS REGIONAL HEALTH SERVICE DISTRICT

Phone: (719) 687-2291 • P.O. Box 149, Woodland Park, CO 80866

"In times of need we will answer the call expediently, compassionately and professionally."

POSITION DESCRIPTION

Chief / Chief Executive Officer

Also Known As (AKA): C/CEO

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| Position Title: | Chief / Chief Executive Officer |
| Also Known As (AKA): | C/CEO |
| FLSA Status: | Exempt — Executive (29 CFR §541.100) |
| Reports To: | Board of Directors |
| Supervises: | Deputy Chief of Administration, Deputy Chief of Operations, Deputy Chief of Clinical Services, Deputy Chief of Strategic Innovation; indirect oversight of all District personnel |
| Schedule: | Full-time Flexible schedule required; availability for Board meetings, community events, emergencies, and legislative functions outside standard hours |
| Approved By: | Board of Directors |
| Compensation: | \$137,000-\$175,000 annually. Placement within the range will be based on qualifications, experience, and internal equity. This position is eligible for the district's full benefit package, including health, retirement, paid leave, etc. Additional details will be provided during the hiring process. |
| Effective Date: | _____ |

POSITION SUMMARY

The Chief serves as the chief executive officer of the Ute Pass Regional Health Service District (UPRHSD), providing overall leadership, strategic direction, and operational oversight for all District EMS, mobile health programs and other services outlined in the District's service plan.

The Chief oversees all administrative, operational, clinical, and strategic functions through the District's Deputy Chiefs, ensuring each division is aligned, compliant, and properly resourced. This role requires strong executive judgment, fiscal stewardship, and the ability to balance operational needs, regulatory requirements, and long-term organizational sustainability. The Chief works closely with the District's Medical Director.

The Chief ensures that District operations remain efficient, transparent, and responsive to public needs. This position is responsible for maintaining organizational readiness, supporting personnel, and upholding the standards, mission, and service obligations of the District.

SUPERVISION

The Chief directly supervises the Deputy Chiefs of Administration, Operations, Clinical Services, and Strategic Innovation, and holds executive accountability for all District personnel through this leadership structure. The Chief reports directly to the Board of Directors.

ESSENTIAL FUNCTIONS

Strategic Leadership & Organizational Direction

- Ensure organizational decisions, priorities, and initiatives align with the District's mission, service plan, and community obligations
- Monitor external trends in EMS, healthcare, rural health policy, and public governance that may affect the District's direction
- Champion a culture of continuous improvement, innovation, and mission-centered decision-making

Board Relations & Governance Support

Partners with the Board of Directors to fulfill the District's public trust obligations as a Colorado special district.

- Provide the Board with accurate, timely, and transparent reports on organizational performance, financial status, compliance, and strategic initiatives
- Advise the Board on policy, risk, and organizational matters with integrity and full transparency
- Ensure Board decisions are implemented faithfully and that outcomes are reported back with accountability

Operational Oversight

Provides executive-level oversight of all District operations through the Deputy Chief of Operations and the broader leadership team, ensuring system readiness, service quality, and crew support.

- Ensure effective delivery of all EMS and mobile health services, including 911 response, interfacility transport, and community paramedicine
- Oversee system readiness, deployment, staffing, and operational compliance in coordination with the Deputy Chief of Operations
- Maintain strong interagency partnerships and ensure preparedness for major incidents and disasters and will assume appropriate role within the Incident Command System upon activation in response to an incident or disaster

Financial Stewardship

Makes sound, mission-aligned financial decisions that protect taxpayers, sustain services, maintain compliance as a Colorado special district and invest in the people who deliver them

- Lead preparation, presentation, and administration of the annual operating and capital budgets in collaboration with the Deputy Chief of Administration and Board
- Identify and pursue strategic funding opportunities — including grants, partnerships, and alternative revenue sources — ensuring proper use of funds, completion of all required grant reporting, and timely updates to the Board on any associated obligations or compliance requirements

Clinical Excellence & Quality Oversight

Champions a culture of clinical excellence, continuous improvement, and patient-centered care across all service lines.

- Partner with the Deputy Chief of Clinical Services and Medical Director to ensure high standards of patient care and clinical practice
- Ensure clinical and operational practices remain evidence-based and aligned with Colorado Department of Public Health & Environment (CDPHE) standards, District protocols, and local requirements as deemed by each County the District serves

People, Culture & Organizational Development

Leads from the front in building a workplace where people feel valued, supported, and genuinely connected to the mission they serve.

- Recruit, develop, supervise, and evaluate Deputy Chiefs and senior leaders to ensure strong organizational performance
- Foster a culture of accountability, professionalism, and continuous development, including succession planning at all levels
- Maintain consistent, visible presence across the organization to support workforce engagement, wellness, and retention through fair policies and values-aligned leadership.

Community Engagement & External Relations

Represents UPRHSD with integrity and visibility in the community, with partner agencies, and at the regional and state level.

- Build and maintain strong relationships with local governments, hospitals, healthcare partners, fire districts, law enforcement, and community organizations
- Represent the District publicly at community forums, Board meetings, legislative sessions, and regional EMS gatherings
- Advocate for EMS funding, rural healthcare access, and policy improvements at the local, state, and national levels

Compliance, Risk & Policy Governance

Maintains executive accountability for the District's legal, regulatory, policy, and risk-management obligations as a Colorado special district

- Ensure organizational compliance with all applicable federal, state, and local laws, EMS regulations, Colorado special district statutes, and District Service Plan requirements, keeping the Board informed of any material risks or compliance issues
- Oversee risk management, compliance monitoring, and post-incident review processes to ensure timely identification, mitigation, and resolution of operational, clinical, and organizational risks
- Maintain ultimate oversight and approval authority for all District policies, ensuring consistency across divisions and alignment with the District's mission, values, bylaws, and legal requirements

LEADERSHIP EXPECTATIONS

The Chief is expected to demonstrate professional, accountable, and visible leadership that supports the mission, workforce, and long-term health of the District

- Maintain consistent, accessible leadership presence across the full 24/7 operation — including routine engagement with all shifts, regardless of shift rotation — to support communication, culture, and operational awareness
- Build trust through transparent communication, consistent follow-through, and alignment of actions with organizational values and Board direction
- Make decisions that reflect the District's mission, service obligations, and responsibility to the community and workforce
- Develop, support, and empower the leadership team, ensuring effective delegation, collaboration, and succession planning
- Foster a respectful, inclusive, and psychologically safe work environment where staff can raise concerns, contribute ideas, and grow professionally

AUTHORITIES

The Chief is delegated executive authority by the Board of Directors to lead and manage the District in accordance with Board policy, the District Bylaws, the Service Plan, and applicable Colorado law

Financial Authority

- Approve expenditures and execute contracts within the Board-adopted budget and Board-established limits

Personnel Authority

- Hire, supervise, evaluate, and terminate District employees, and establish staffing structures within the approved budget

Operational Authority

- Direct day-to-day operations, represent the District with external partners, and activate emergency operations as needed

Governance Authority

- Serve as the primary liaison to the Board, implement Board policies and directives, and ensure compliance with all governing documents and legal requirements

MINIMUM QUALIFICATIONS

Required

- Current Colorado Paramedic or EMT certification
- Minimum of five (5) years in a field role as a licensed/credential paramedic or EMT
- Minimum of three (3) years at the executive or senior leadership level with demonstrated accountability for organizational outcomes
- Exceptional communication, organizational, and decision-making skills with proven ability to engage effectively with Boards, staff, and external stakeholders
- Valid Colorado driver's license with an acceptable driving record
- Must be National Incident Management Service (NIMS) compliant to Incident Command Competency, ICS-300 and ICS-400 or ability to obtain within six (6) months of hire

Preferred

- Bachelor's degree in Public Administration, Emergency Services, Healthcare Administration, Business, Finance, Leadership, Allied Health, or a related field
- Experience leading a Colorado special district, municipal EMS agency, or comparable public service organization
- Familiarity with Colorado EMS statutes, CDPHE requirements (specifically Chapter 2), healthcare reimbursement systems, and rural health policy
- NIMS Certified ICS 100, 200, 700, and 800
- Prior experience reporting to or collaborating with a Board of Directors in a public or nonprofit governance structure
- Demonstrated experience building organizational culture, leading through change, and developing high-performing leadership teams
- Colorado State and National Registry for Paramedic

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of conflict resolution, “Just Culture” and progressive corrective action and disciplinary practices
- Comprehensive knowledge of all aspects of EMS operations and related UPRHSD programs
- Skilled in interpersonal relationships
- Excellent time management
- Proficient in writing and preparing reports and documents
- Proficient with standard business software, technologically competent and committed to continuous learning in a digital environment
- Able to effectively communicate in either verbal or written format

ADDITIONAL REQUIREMENTS

- Must be at least 21 years of age
- Must pass pre-employment screening including CAPS background check, drug test, and driving history review in accordance with District policy
- Must maintain strict confidentiality of all personnel, financial, legal, patient, and organizational information
- Must be accessible and responsive to the Board, leadership team, staff, and community partners
- Must pass ambulance safety and driving competencies for emergency vehicle driving.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The physical and environmental demands described here are representative of those that must be met to successfully perform the essential functions of this role. Reasonable accommodations may be made for qualified individuals with disabilities.

- Work is performed across a combination of office, community, and field environments, including occasional exposure to emergency scenes, outdoor conditions, and public events
- Regularly required to sit for extended periods, use a computer, communicate verbally and in writing, and present in public forums
- Occasionally required to stand, walk, bend, and perform other general physical activities
- May occasionally lift, carry, push, or pull objects weighing up to 50 pounds
- Requires sustained attention to detail and the ability to manage multiple complex priorities simultaneously
- May be exposed to stressful and emotionally charged situations including emergency incidents, political challenges, community concerns, and public scrutiny
- Frequent travel within the District service area; periodic travel within Colorado and nationally for advocacy, training, and professional representation
- Must be available outside standard business hours for Board meetings, community functions, emergency incidents, and legislative sessions
- Variable schedule including nights/weekends
- A district vehicle is provided for official business, professional activities, and emergency response
- Must reside within a one-hour response radius of the Red Feather station or be willing to relocate within that radius within six (6) months of hire

DISCLAIMER & LEGAL NOTICE

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Ute Pass Regional Health Service District (UPRHSD) is an Equal Opportunity Employer and is committed to recruiting, hiring, developing, compensating, and promoting the best individuals into employment positions. We maintain and support equal employment opportunities for all individuals free from discrimination based on gender, race, color, religion, national origin, ancestry, age, sexual orientation, physical or mental disability, medical condition, pregnancy, marital status, or any other prohibited biases in accordance with all applicable federal, state or local laws.

Nothing contained in this Position Description is to be considered a promise of employment for any length of time or under any particular condition(s) or schedules whatsoever. No employee or agent of UPRHSD, other than the C/CEO or the Board of Directors, have the authority to offer or promise any employment for any length of time or under any particular condition(s). Any such offer or promise must be specifically labeled as a modification of this paragraph and must be in writing and signed between the C/CEO or the Board of Directors and that employee. All schedules and working conditions are subject to change, modification and/or termination at any time and with or without prior notice.

All employees of UPRHSD are employed at will. As an "at-will" employer, UPRHSD operates under the provision that employees have the right to resign their position at any time, with or without notice, and with or without cause. We, the employer, have similar rights to terminate the employment relationship at any time, with or without notice, and with or without cause.

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. Management has the exclusive right to alter this Position Description at any time with or without notice.

To comply with the Americans with Disabilities Act (ADA), the District may make reasonable accommodations for qualified individuals with disabilities to enable them to perform the essential job functions.

This is an accurate description of the essential functions of my position.

ACKNOWLEDGEMENT

By signing below, the employee acknowledges that they have received, read, and understand this Position Description and agree that it accurately describes the essential functions of their position. The President of the Board of Directors signature confirms Board approval of this position description.

Employee Name (Print): _____ Date: _____

Employee Signature: _____ Date: _____

President of the Board (Print): _____ Date: _____

President of the Board Signature: _____ Date: _____

Board Approval Date: _____ Resolution / Motion #: _____