



**Job Title:** Manager, Operations, Plans and Fiscal Compliance  
**Department:** Emergency Preparedness and Response  
**Reports To:** Emergency Preparedness and Response Division Director  
**FLSA Status:** Exempt/ Full Time

**Salary Range:** \$60,000 -\$90,000  
**Prepared By:** Human Resources  
**Approved By:** Chief of Staff  
**Last Modified:** 3-21-2017

### **Job Summary**

The Southwest Texas Regional Advisory Council for Trauma (STRAC) serves the seventy- one EMS agencies and thirty-five hospitals in the twenty-two-county region of Trauma Service Area P (TSA-P). The STRAC has a legislative mandate to develop and implement a regional EMS/Hospital Disaster Plan, which includes organizing and consolidating emergency preparedness planning for the region's responders, assisting with training, plans development and coordinating resources for more efficient disaster operations. STRAC EMS agencies and hospitals are the local and regional medical resources that respond to disasters, manmade or natural, and must be prepared for any eventuality to protect both the lives of the citizens and the personnel that provide that care. The Southwest Texas Regional Advisory Council works closely with the Texas Department of State Health Services, the Texas Division of Emergency Management, the City of San Antonio, local jurisdictions, local health departments and similar agencies throughout the State to improve health care systems throughout Texas. Additionally, STRAC receives and manages State and Federal Grant Funds to develop, plan and implement regional and State programs.

The Operations, Plans and Fiscal Compliance Manager serves as a technical authority for all hazard's response, planning and implementation with an emphasis toward coordination and integration with regional and statewide partners. The employee is expected to plan and monitor the readiness of regional resources to respond to potential disasters. In addition, the employee serves as one of the agency leads for internal and external exercise planning and coordination, to ensure timely and successful exercises that meet the needs of the membership, as well as other regional partners. Also provides oversight and management of several grant awards from various State and Federal sources. This employee works closely with accounting personnel to ensure accurate and timely reporting of expenditures and requests for reimbursement in accordance with applicable State and Federal guidelines. Reports directly to, and consults with Division Director and Executive Director to ensure that grant funded projects are developed, funded and implemented with particular attention to the vision of the STRAC, the needs of the membership and welfare of the regional health care delivery system and the Citizens of the State of Texas. Additionally, this employee works within the various funding streams to identify opportunities to collaborate among various grants to maximize benefits while demonstrating good stewardship of State and Federal grant awards.

## **General Accountabilities**

Create and lead multi-disciplinary teams and external partners in the development, implementation, monitoring and evaluation/modification of Regional Emergency Preparedness Workplans

- Coordinate, track and review progress on response plan development with insight in to integration with existing and planned regional and state response plans
- Serve in the Operations and/or Planning section of the Regional Medical Operations Center or other locations as assigned during emergency response Operations.
- Plan and Participate in emergency response exercises, and serve as point of contact for after action reviews
- Coordinate, track and report budgets and expenditures on assigned grant awards to ensure compliance with program guidance as well as state and federal regulations.
- Work closely with accounting personnel to reconcile grant reporting with Generally Accepted Accounting Practices.
- Coordinate with Division Director, Executive Director and various committees to align projects and program work plans with RAC strategic plans.
- Establish and maintain contacts with counterparts at regional, State and Federal agencies in order to ensure overall coordination
- Develop and design course, and coordinate training and curriculum development based on programs and initiatives at the Regional and State level
- Conduct assigned meetings and workgroup meetings with Regional Partners
- Facilitate and serves as principal point of contact for significant regional projects.
  
- Coordinate to maximize participation of EMS / Hospital reps and regional partners

## **Job Qualifications**

- Bachelor of Arts (BA), Bachelor of Science or equivalent work experience
- Five years of experience in healthcare, public health or administrative position
- Completion of ICS 100, ICS 200, ICS 300, ICS 400, ICS 700 and ICS 800  
Advanced Qualifications (preferred):
- Masters of Arts (MA), Masters of Science in appropriate field
- Credentialed Incident Management Team Member
- FEMA Exercise Planning Course / HSEEP Training
- HAZMAT Certification at the Operations Level
- Leadership Experience within the Incident Management System



- Two Year Experience Large Project and/or Fiscal Management Experience

### **Code of Conduct:**

Employee follows the STRAC Code of Conduct, which are rules to guide us in our work to assure the highest standards of business ethics and compliance as follows:

1. **Legal Compliance:** comply with federal/state laws
2. **Business Ethics:** accurately & honestly represent the Organization and not defraud anyone of money, property or service.
3. **Confidentiality:** protect confidential information
4. **Conflict of Interest:** do not use position to profit personally
5. **Business Relationships:** business transactions are free from offers or solicitation of gifts/favors
6. **Protection of Assets:** preserve assets by using resources prudently and effectively
7. **Patient Rights:** respect and support patient rights to privacy & treatment