



Notice of Hiring **Chief Executive Officer / Administrator**

The Pulaski County Ambulance District is currently seeking applicants for the position of Chief Executive Officer / Administrator.

The desired candidate is an experienced Chief Executive Officer / Administrator with a proven history of leadership and clinical excellence.

The CEO shall be charged with the leadership of the Pulaski County Ambulance District, reporting directly to the Board of Directors.

The job description is attached to this notice.

Salary range is commensurate with experience and credentials.

Interested applicants should submit a cover letter and current CV no later than 1700 on 12 November 2021 to: ceohiring@pcadmo.com

Pulaski County Ambulance District

Job Description: Chief Executive Officer / Administrator

PURPOSE

The Chief Executive Officer has direct responsibility for the leadership and direction of Pulaski County Ambulance District. A full-time, exempt, salaried employee who reports directly to the Board of Directors and coordinates all activities related to completing the organization's mission, vision, and values.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

❖ **Minimum Qualifications:**

- Bachelor's degree in a related field plus seven years of experience as a Paramedic.
 - Current enrollment in Bachelor's program with a graduation date less than two (2) years from appointment will be considered.
- Must have a valid Missouri driver's license.
- Must have a valid Missouri Paramedic license.
- Must have provider certification in following: AHA Basic Life Support (BLS), AHA Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pre-Hospital Trauma Life Support (PHTLS), or International Trauma Life Support (ITLS).
- Must be currently certified through a standard Emergency Vehicle Operations Course (EVOC).
- ICS100, ICS200, ICS700, ICS800 are required.
- Previous experience and certification in EMS leadership are highly preferred.
- Knowledge of and experience with management information systems, including computer networks and business software applications, is highly preferred.
- Three (3) years' experience performing duties related to the coordination of an EMS continuing education and quality improvement program is highly preferred.

❖ **Preferred Qualifications:**

- Master's degree in business, healthcare or leadership is highly desirable.
- National Registry Paramedic License.
- Board Certification in Critical Care Transport (CCP-C and/or FP-C).
- Education in Critical Care Transport preferred (required within one (1) year from appointment).
- The position requires instructor certification in at least two of the above disciplines within six (6) months of hire and maintain instructor certifications while holding this position.
- ICS300 and ICS400 are required within six (6) months of hire.
- Preferred formal Missouri instructor certification as a foundation.
- NAEMSE Instructor Level I (40 hours) or equivalent preferred.
- Expected to complete a certified Ambulance Service Manager program within one year.

PERFORMANCE STANDARDS

❖ **The Chief Executive Officer / Administrator is responsible for the following:**

- Demonstrates extensive knowledge of EMS practices and procedures.
- Demonstrate extensive knowledge of supervisory practices, ensure staffing is adequate to meet the needs of the department.
- Effectively manage emergency and non-emergency services provided by the department.
- Accountable to the Medical Director for the purposes of clinical care and will maintain a close working relationship.
- Responsible for state requirements to operate as an Ambulance Service in the State of Missouri and will ensure all requirements are met.
- Will participate in community betterment programs, help interpret ambulance district policies to the community, and will participate in community activities.
- Is expected to affiliate with such professional organizations as will best help him/her perform respective duties.
- Will assist in improving efficiency, lowering response times, improving morale, improving and updating patient care procedures when possible, and anticipate change or potential problems rather than reacting to them.
- Will maintain fiscal responsibility of the ambulance district.
- Will develop the yearly budget in conjunction with the leadership team.
- Will be responsible for oversight of the annual financial audit of the ambulance district.
- Will be responsible for the oversight of payroll and benefits administration.
- Will be responsible for oversight of general cash flow.
- Will prepare and maintain appropriate records of district finances.
- Will be responsible for oversight, preparation, and execution of the payment of district bills.
- Will be responsible for the competitive bid process as directed by the Board of Directors.
- Will maintain all district facilities, vehicles, and equipment.
- Will be responsible for the development and implementation of the district's general maintenance and preventative maintenance program.
- Will ensure oversight and regulation of the billing process.
- Will establish, develop, and implement a core curriculum training program that encompasses all mandatory/required education to maintain both Missouri and National Registry licenses.
- Will act as liaison with the area hospital, fire services, law enforcement, and other organizations and, at times, provide educational programs to them.
- Will complete, timely evaluations and address ways performance can be improved.
- Will develop, implement, and maintain the district's Continuous Quality Improvement program (CQI).
- Will develop, implement, and maintain a Field Training Officer program.
- Successfully work under the pressure and stress of emergency work to achieve the department's mission, vision, and values.
- Effectively facilitate the exchange of ideas and information between the department, collective bargaining unit, other agencies, and the community.

❖ **Good Communication:**

The Chief Executive Officer must have good communication skills. It is vital for interacting with department employees, public members, and persons from different organizations. Being able to deliver information in person and in writing effectively will prove useful in this position. Good communication skills are the cornerstone of creating a culture of safety and trust within an organization.

❖ **Leadership and Organizational Skills:**

Candidates for the Chief Executive Officer's position are expected to have proven skills in guiding and leading others in a positive environment. A Chief Executive Officer must be able to identify the strength and weaknesses of different employees and arrange the department's schedule to get the most out of each person and create a robust clinical working environment. A Chief Executive Officer also must be able to maintain the high standards expected from the rest of the department and the public.

❖ **Perspective Empathy:**

As a leader, the Chief Executive Officer must be able to understand the different opinions of the people in the department and use this to make the right decision. They must be able to build and maintain a positive relationship within the organization as well as with the surrounding agencies. A Chief Executive Officer should be able to understand, even if they do not agree with, the motives behind the actions of certain people. In addition, they must be able to anticipate others' reactions and display a willingness to serve and help the public.

❖ **Professionalism:**

The leader must tactfully approach others and react well under pressure. Treating others with respect and consideration regardless of their status or position, is required. Accepting the responsibility for own actions and following through on commitments is imperative for a strong future for the leader and this district.

❖ **Reasoning Ability and Teamwork:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

SPECIAL REQUIREMENTS

All employees may be expected to work hours more than their normally scheduled hours in response to short-term department needs and/or emergencies.

Must be able to work rotating shifts (days/evenings/midnights), including holidays and weekends, and work overtime when required to meet operational needs.

Successful completion of a pre-employment physical, including drug screening.

PHYSICAL DEMANDS

This position requires the employee to sit and use hands to handle, feel, finger, grasp, or operate objects, tools, or controls; reach with hands and arms; use mental acuity and repetitive motion; crouch, kneel and stoop; and walk, talk and hear. The employee must occasionally lift to one hundred eighty (180) pounds with one assistant. Cardiovascular conditioning should be sufficient for the extended performance of cardiac chest compressions, maneuvering and lifting of the gurney and other transport tools, and transport of medical equipment and patient belongings. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.