



Adair County Ambulance District  
Kirksville, MO 63501  
660-665-0000  
www.academs.us

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Assistant Director of Operations		
<b>DEPARTMENT:</b>	Administration	<b>EMPLOYMENT STATUS:</b>	Full Time
<b>REPORTS TO:</b>	Executive Director	<b>FLSA STATUS:</b>	Exempt
<b>PAY GRADE:</b>		<b>SHIFT/HOURS</b>	24 Hour Shifts- combination of in- house and on-call hours
<b>REVISION</b>	10/2013	<b>EFFECTIVE DATE</b>	01/1/2014

### POSITION DESCRIPTION

The Assistant Director of Operations is responsible for providing management, leadership, direction and administration of all aspects of daily operations for the Adair County Ambulance District (ACAD). The position works in collaboration with other administrative team members. Position is subject to be on-call and callback as required by the Adair County Ambulance District without additional compensation.

### PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- Participates in the selection, employment and management of all field employees.
- Provides , coaching, evaluates performance, recommends merit raises, promotions and disciplinary actions up to and including termination.
- Ensures that all staff is fully informed and have reasonable access to all ACAD protocols, policy and procedure, and other information pertinent to perform their assigned job duties.
- Is responsible for management of daily operations, which includes ensuring appropriate resource allocation.
- Coordinate and supervise daily work activities, preparation and prioritization of team assignments and special projects.
- Coordinate and schedule long distance transfers.
- Provides constant review of all operational processes and provides recommended changes and solution.
- Prepares the annual operational budget. Is responsible for managing the operational budget within established parameters.

- Provides coordination and oversight of field personnel in the performance of their pre-hospital clinical care.
- Consistently provides effective leadership; fully understands the District’s Mission, Vision and Values.
- Performs other duties as directed or assigned

**QUALIFICATIONS AND SKILLS**

**Formal Education**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> High School Diploma or GED     | <input type="checkbox"/> Associate’s Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Bachelor’s Degree  |
| <input checked="" type="checkbox"/> Trade or Technical School      | <input type="checkbox"/> Master’s Degree    |

(Bachelor’s degree in EMS, business, or related field preferred)

**Work Experience**

Two years of EMS field experience is required. One year experience as field Paramedic required.

**Certification and Licensure**

The Assistant Director of Operations must possess an active Nationally Registered Paramedic Certification.

**Knowledge**

- Understands the evaluation process.
- Knowledge of all operation duty requirements.
- Understands all operational processes.
- Knowledge of State of Missouri, EMS and federal regulations.
- Knowledge of clinical protocols.
- Strategic planning knowledge.
- Knowledge of SWOT procedure.
- Knowledge of clinical protocols.
- Working knowledge of local and state government.
- Knowledge of ACAD policy and procedure.

**Critical Skills**

- Organizational skills.
- Time management skills.
- Interviewing skills.
- Planning skills.
- Communication skills.

- Interpersonal skills.
- Flexibility.
- Positive attitude.
- Decision making skills.
- Coaching skills.
- Ability to objectively and accurately evaluate performance.
- Basic computer skills.
- Policy writing skills.
- Delegation skills.
- Fleet and equipment management.
- Documentation skills.
- Clinical skills.
- Basic math skills.
- Writing skills.
- Customer service skills.

**SPECIAL REQUIREMENTS**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Critical Position         | <input type="checkbox"/> Shift Work   |
| <input checked="" type="checkbox"/> Valid MO Driver's License | <input type="checkbox"/> Overtime   |
| <input checked="" type="checkbox"/> Public Driving Record     | <input checked="" type="checkbox"/> On-Call                                 |
| <input checked="" type="checkbox"/> Drug and Alcohol Test     | <input checked="" type="checkbox"/> Travel                                  |
| <input type="checkbox"/> Other (Describe)                     | <input checked="" type="checkbox"/> Travel Outside of Normal Business Hours |

**PHYSICAL REQUIREMENTS**

Work requires some physical effort. Lifting or performing work requiring physical exertion (up to 175 pounds) is intermittent (not a routine part of the job). The job requires sitting for periods of time, with an occasional need to stoop, kneel or crouch; occasional need to work in confine spaces and unusual positions to perform the task of emergency care and rescue.

**WORK ENVIRONMENT**

Work is performed under basically normal working conditions as in a standard office environment. Work involves intermittent to occasional exposure to unpleasant working conditions or undesirable elements. An Occasional potential for cuts, bruises, muscle strains and exposure to blood borne pathogens, and contagious diseases; may be exposed to hazardous materials.

**DISCLAIMER AND ACKNOWLEDGEMENT**

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**This job description does not constitute an employment agreement between the Adair County Ambulance District and the employee. The job description is subject to change by the District as the needs of the employer and requirements of the job change.**

**Signatures of Approval:**

Executive Director: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Director Human Resources: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Employee: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_