



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

JOB DESCRIPTION

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|--------------------|---------------------------|---------------------------|---------------------------|
| JOB TITLE: | Executive Director | EMPLOYMENT STATUS: | Full Time |
| DEPARTMENT: | Administration | FLSA STATUS: | Exempt |
| REPORTS TO: | Board of Directors | SHIFT/HOURS | Click here to enter text. |
| PAY GRADE: | Click here to enter text. | EFFECTIVE DATE | Click here to enter text. |
| REVISION | Click here to enter text. | | |

POSITION DESCRIPTION

The Executive Director is responsible for providing management, leadership, direction and administration of all activities related to the fulfillment of Adair County Ambulance District's mission.

PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- Coordinates the planning and implementation of the District's short and long range goals, as approved by the Board of Directors.
- Makes recommendations to the Board of Directors for originating or revising District Policy.
- Oversees the overall financial planning of the District, including coordination of all requests for bids, contracts and service agreements.
- Monitors expenditures and approves purchase requests within spending authority.
- Coordinates and finalizes budget preparations and presents to the Board of Directors for approval.
- Ensures that the District is in compliance with all State and Federal laws.
- Oversees the recruitment, selection and hiring of all personnel.
- Oversees the maintenance and repair of all District facilities.
- Makes recommendations to the Board of Directors concerning the hiring of new personnel.
- Reviews disciplinary actions taken by supervisors and makes final decisions on all suspensions and terminations.

- Reviews grievances and renders decisions.
- Coordinates, monitors and evaluates the performance of the Director of Operations, Director of Billing/Quality Assurance, Director of Finance/Human Resource, Director of Education and any other employee reporting directly to the Executive Director.
- Ensures the District maintains a positive, progressive public relations program.
- Represents the District at appropriate state, regional and local functions.
- Performs other duties as directed or assigned by the Board of Directors.

QUALIFICATIONS AND SKILLS

Formal Education

The Executive Director must possess a Bachelors degree in EMS, Business or a related field.

Work Experience

The Executive Director should have at least five years of management experience.

Certification and Licensure

Knowledge

- Comprehensive knowledge and understanding of all components of an EMS system, as well as laws, regulations and requirements related to EMS.
- Personnel management, supervision and employment law.
- Organizational technique.
- Budgeting, purchasing and bid procurement.
- Computer operations and data analysis.
- Leadership and management styles.

Critical Skills

- Communicate effectively in a diverse range of audiences and settings.
- Maintain order in an environment of changing priorities.
- Assess operational, personnel and administrative needs.
- Effectively manage time.
- Persuade others and negotiate solutions to conflicts and problems
- Achieve results through delegation.

SPECIAL REQUIREMENTS

- Critical Position
- Valid MO Driver's License
- Public Driving Record
- Drug and Alcohol Test
- Other (Describe)
- Shift Work
- Overtime
- On-Call
- Travel
- Travel Outside of Normal Business Hours

EQUIPMENT, TOOLS, MACHINES AND VEHICLES USED

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PHYSICAL REQUIREMENTS

Work requires some physical effort. Lifting or performing work requiring physical exertion (up to 50 pounds) is intermittent (not a routine part of the job. The job requires sitting for long periods of time, with an occasional need to stoop, kneel or crouch.

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.

DISCLAIMER AND ACKNOWLEDGEMENT

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:

Board of Directors: _____ / _____ / _____

Director Human Resources: _____ / _____ / _____

Employee: _____ / _____ / _____

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