



GENERAL ORDERS

Policy	<input type="checkbox"/>	Board	<input type="checkbox"/>	EMS Operations	Created	05/16/2022	No.	HR-01.02
Manual	<input checked="" type="checkbox"/>	Administration	<input type="checkbox"/>	Training	Approved	05/17/2022	Version	3
Chapter	Human Resources				Amends	All	Page	1 of 4
Section	JOB DESCRIPTIONS				Rescinds	All	Attachments	0
Title	Chief Executive Officer				Prepared	Whittom, Lisa		

JOB DESCRIPTION

JOB TITLE: Chief Executive Officer
DEPARTMENT: Administration **EMPLOYMENT STATUS:** Full Time
REPORTS TO: Board of Directors **FLSA STATUS:** Exempt
PAY GRADE: **SHIFT/HOURS** 40 Hours Per Week

POSITION DESCRIPTION

The Chief Executive Officer 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.

Chief Executive Officer	Created 05/16/2022	No. HR-01.02
	Approved 05/17/2022	Page 2 of 4

- 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 Assistant Chief Executive Officer, Chief Training Officer, Finance and Human Resources Manager, and any other employee reporting directly to the Chief Executive Officer.
- 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 Chief Executive Officer should possess a bachelor's degree in EMS, Healthcare, Business, or a related field, or have four years of related executive and or, administrative management experience

Work Experience

The Chief Executive Officer must have at least four years of executive and or, administrative management experience.

Certification and Licensure Preferred

Valid Missouri Paramedic License

Valid National Registry Paramedic License

BLS, ACLS, PALS or PEPP, PHTLS, CEVO, NIMS, 100, 200, 300, 400, 700, 800

Chief Executive Officer	Created 05/16/2022	No. HR-01.02
	Approved 05/17/2022	Page 3 of 4

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

- | | |
|---|---|
| <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 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 AND WORK ENVIRONMENT

The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Chief Executive Officer	Created 05/16/2022	No. HR-01.02
	Approved 05/17/2022	Page 4 of 4

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit, talk, and hear; use fingers, hands, and arms to handle, reach, and/or operate basic office equipment, objects, tools, or controls. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste and smell. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move with help up to 100 pounds. Specific vision abilities required to do this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The duties may require a valid State of Missouri driver's license and be insurable.

The work environment 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: _____ / ____/ _____

Human Resources Manager: _____ / ____/ _____

Employee: _____ / ____/ _____