

JOB DESCRIPTION

UPDATED: SEPTEMBER 30, 2022

JOB TITLE: **CHIEF**

REPORTS TO: BOARD OF DIRECTORS

CLASSIFICATION: EXEMPT

TYPE: FULL-TIME

EXPECTED HOURS: MONDAY – FRIDAY, 8:00AM – 6:00PM, PLUS RESPOND TO CALLS 24/7 ON AS-NEEDED BASIS

JOB LOCATION: PRIMARILY THE HEADQUARTERS STATION IN FAIRPLAY; TRAVEL THROUGHOUT THE DISTRICT AND TO PRIMARY CARE FACILITIES IS REQUIRED.

PURPOSES OF POSITION

To provide the overall management for the South Park Ambulance District in accordance with the policies adopted by the Board of Directors.

To be an effective and efficient operational liaison with the District Medical Director.

To oversee a comprehensive and coordinated emergency, prehospital care system that delivers high quality emergency medical care to the residents of, and visitors to, the District.

To provide leadership and mentorship for staff, to assist others in reaching their potential, and to encourage and model all aspects of team-oriented, customer-driven service.

To work cooperatively with primary care facilities and all emergency services agencies that interact with the District.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The individual in this position must be able to perform satisfactorily each of the essential duties described below, must consistently demonstrate the ability to handle numerous tasks and responsibilities and to anticipate and meet deadlines, and must have outstanding organizational skills. The individual must anticipate and respond promptly, in a professional manner, to internal and external requests. A professional demeanor and appearance are necessary. Essential functions and responsibilities of this position include, but are not limited to, the following:

Emergency Medical Services

- Respond as needed to emergency medical and other incidents and fulfill all duties and responsibilities as described for the Paramedic position. Patient care is the number one priority of the District and will always take precedence over administrative duties.
- Respond to all major incidents and serve in the position assigned by the incident commander, as applicable.
- Receives reports of unusual incidents on appropriate forms and takes corrective actions if warranted.
- Promote and perpetuate the professional service delivered by the District at all times.
- Participate in continuing education.

Administrative

- Lead, plan, organize, staff, direct, coordinate, evaluate, and take other measures necessary to satisfy the "Purposes of the Position."
- Attend and provide reports and information to all meetings of the Board of Directors.
- Prepare agenda packets for every Board meeting, meeting minutes, and follow up on assignments from the Board in a timely manner. Prepare, file and post legal notices required in conjunction with any such meetings and perform such other details incidental to meeting preparation and meeting follow up.
- Implement, review, interpret, and manage policies adopted by the Board and recommend changes in policies when indicated.
- Supervise all District staff directly or through delegation of authority to subordinates.
- Develop recommendations on budgets, staffing, equipment, and other resource allocations for consideration by the Board.
- Prepare annual budget in coordination with accounting and legal firms. Prepare required publications, legal notices, resolutions, certifications, notifications and correspondence associated with the budget and

certification of the District's mill levy.

- Operate within the approved budget and promote cost consciousness to employees of the District.
- Supervise disbursement of budgeted and appropriated funds.
- Coordinate all legal matters with the District's outside legal counsel.
- Routinely evaluate service quality, personnel attitudes, and public attitudes with respect to the District.
- Generate and maintain a high level of morale, even under stressful conditions.
- Maintain effective communication between primary care facilities, emergency services, and the District.
- Maintain effective communication with community agencies and organizations and governmental entities that interact with the District.
- Represent the District through meetings, correspondence and other communications before other governmental bodies, contractors, customers and other persons.
- Work with the Administrative Officer and/or third-party vendors as necessary on billing and collections.
- Oversee and maintain all required documentation and record keeping. Ensure the confidentiality of patient information.
- Oversee inventory control, purchase supplies and equipment within budget requirements and in an accurate and timely manner.
- Oversee scheduling of vehicle maintenance in an accurate and timely manner.
- Oversee scheduling of building maintenance and repairs in an accurate and timely manner.
- Oversee recruiting, screening, interviewing, and selecting prospective District employees.
- Solicit, negotiate, and administer contracts with the District for goods and services.
- Oversee all phases of District construction projects, including development, coordination, oversight, and finances.

- Develop public education programs that promote health, safety, and emergency medical services consistent with the District's goals.
- Oversee quality assurance compliance at direction of the Medical Director.
- Conduct and/or oversee employee performance evaluations.
- Develop and implement policies for evaluation, promotion, compensation, discipline, and termination of personnel.
- Maintain and revise personnel manual, job descriptions, wage schedules, employee benefit packages, and personnel files as needed.
- Develop and oversee appropriate training of personnel to ensure that State requirements for continuing education and re-certification are complied with.
- Visit the Hartsel and Jefferson Stations on a regular basis.
- Develops, disseminates, and implements best practices based on suggestions from staff and others.
- Oversee development and implementation of employee schedules.
- Process requests for time off in accordance with District policies.
- Oversee and administer the investment of District funds based on investment policies established by the Board and in accordance with State law.
- Work with the Board, the District's legal counsel, and the District's Designated Election Official on matters related to District elections.
- Perform other functions as required by the Board to further the goals and responsibilities of the District and the "Purposes of the Position."

MINIMUM QUALIFICATIONS

The minimum qualifications needed to perform the essential functions of this position are as follows:

- Effective interpersonal skills.
- Ability to communicate tactfully, effectively, and accurately, both verbally and in writing, with Board Members, the Medical Director, District staff, vendors, professional consultants, staff at primary care facilities, patients and their families, and the general public.

- Ability to establish and maintain effective working relationships with Board Members, staff, other governmental bodies, and contractors.
- Ability to present information and respond to questions from Board Members, staff, vendors, professional consultants, and the general public.
- Ability to lead, motivate, work closely with and resolve conflicts between people of all skills and backgrounds.
- Ability to read and interpret financial information.
- Ability to perform, maintain, and remain a licensed ALS practitioner in the State of Colorado or obtain a Colorado ALS license within six (6) months of hire.
- Knowledge of, and the ability to apply when indicated, emergency medical services protocols and District policies and procedures.
- Ability to safely operate emergency medical services vehicles and equipment in all weather conditions.
- Ability to read English language manuals, road maps, street signs, and addresses.
- Computer literacy and proficiency with Microsoft Office programs, employee scheduling software, and Patient Care Reporting.
- Proficiency with using a telephone, two-way radio, cell phone, computer, fax, scanner, copier, and postage machine.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

The physical requirements of the job include, but are not limited to, the following:

- Ability to sit, stand, and walk, and to bend, stoop, squat and crawl on uneven, snow-covered, and icy terrain for extended periods of time.
- Ability to speak and hear clearly.
- Adequate distance vision.
- Ability to remain in a stationary position while working at a desk or attending meetings but also to move about inside the office to access staff and materials.
- Manual dexterity (i.e., use of fingers, hands, and arms).

- Ability to successfully lift, carry, and balance up to 125 pounds (250 pounds with the assistance of another provider), or as otherwise required by the State of Colorado for licensed EMTs.
- Ability to work in low light situations and confined spaces.
- Ability to work outdoors and respond to incidents in extreme heat, cold, wind, snow, and moisture.

EDUCATION, EXPERIENCE, AND LICENSES/CERTIFICATIONS

- Prior experience working as a licensed or certified Paramedic.
- Prior experience in a supervisory role in emergency medical services, preferably at a Title 32 special district.
- Prior experience working in a frontier and/or rural area.
- Paramedic license or certification in the State of Colorado.
- Bachelor's degree in Emergency Services Administration, Business Administration, or related field preferred.
- A valid Colorado driver's license.

This job description does not contain a comprehensive listing of activities, duties or responsibilities that are required of this position. Duties, responsibilities and activities may change or new ones may be assigned at any time.