

SOUTH ROYALTON RESCUE SQUAD

Job Description

Updated 4/24/2018

ADMINISTRATOR

Pay Classification: Pay scale dependent on experience and certification

Reports to: Advisory Board

Direct reports: Deputy Administrator, EMTs

Provides work direction to: Deputy Administrator, EMTs, Bookkeeper

Receives work direction from: Advisory Board

Job Summary: The Administrator manages the daily operations of South Royalton Rescue Squad (SRRS). Primary responsibilities are to manage staff, set the schedule, create and work within the annual budget. Ensure timely maintenance of all equipment and vehicles.

Duties and Responsibilities:

1. Supervises the personnel of SRRS operations.
2. Manages the daily operations and activities of the EMS.
3. Assists with the development of the SRRS budget. Works with the financial staff to provide monthly financial reporting to the Fire District Prudential Committee (PC) and the Advisory Board (AB).
4. Hires staff in conjunction with AB, provide job orientation, training and education, supervision, disciplinary actions, scheduling, and licensing certifications.
5. Investigates any incident, accident, complaint, or concern. Timely resolves the situations relating to the event including keeping the AB aware/informed of significant matters.
6. Develops and maintains statistical information pertaining to EMS personnel; provides monthly reporting to AB.
7. Develops and maintains quality management and quality assurance programs and makes recommendations for implementation.
8. Maintains billing processes for all EMS services. Ensures all call reports are complete and sent to billing service in a timely manner. Works with billing service to maximize collections, within policy guidelines.
9. Works in conjunction with state and local agencies to continuously develop and manage emergency medical services.
10. Develops and maintains staff training calendar and ensures training requirements are met.
11. Responsible for the acquisition, maintenance, and repair of vehicles, medical instruments, equipment, and supplies within budget and purchasing guidelines.
12. Maintain all certification and/or licensing of staff, vehicles, and equipment.
13. Ensures that operations function within the guidelines and requirements of numerous federal, state and local agencies, as well as insurance regulations.
14. Develops and maintains public outreach, information and service programs.
15. Works cooperatively and proactively with other area EMS and public safety organizations and authorities.
16. Attends all AB meetings.
17. Must protect the privacy of all patient information as required by federal and state law and in accordance of general principles of professionalism as a healthcare provider.
18. Develop and participate in fund raising activities annually.

19. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

1. Ability to supervise and evaluate the work of others.
2. Ability to manage competing priorities.
3. Ability to prepare and interpret statistical, analytical, and financial reports.
4. Ability to develop and manage a budget.
5. Ability to communicate effectively both orally and in writing with staff and community members.
6. Knowledge of regional geography and locations of emergency facilities.

Education and Experience:

1. Bachelor's degree in Finance, Business or healthcare-related field.
2. Ten or more years' experience in an emergency services or other public safety operations, with at least four years in a supervisory capacity with budget responsibility.

Functional Attributes:

1. Physical Demands: Position requires light lifting, stooping, reaching, handling, talking, and hearing and depth perception.
2. Mental Functions: Position requires comparing, copying, computing, compiling, coordinating, synthesizing, communicating, and interpersonal skills.
3. Environmental Conditions & Physical Surroundings: Position may involve work in dangerous environmental conditions or physical surroundings.

Qualifications

1. Must have a valid driver's license.
2. Must be able to read and write the English language.
3. Must pass a background check to include previous employment, criminal, and driving record.
4. EMT or Paramedic license preferred.
5. Must be in good physical condition and if an EMT or Paramedic, be able to lift and carry a minimum of 125 lbs. without restrictions.
6. Must have a valid Healthcare Provider BLS CPR Certification.
7. If an EMT or Paramedic, must be currently certified by the National Registry of EMT's and the State of Vermont and in good standing.
8. Must have good communication and interpersonal skills, and always conducts oneself in a professional manner when dealing with patients, family members and co-workers.