



**San Juan County Public Hospital District No. 1**

<b>Job Title:</b>	EMS Administrator	<b>Job Category:</b>	Full-time, Exempt Contract
<b>Department</b>	EMS Administration	<b>Hire Date</b>	January 4, 2005
<b>Location:</b>	Friday Harbor, WA	<b>Travel Required:</b>	Local: Regularly Region and National: Occasionally
<b>Pay Range:</b>	Contract	<b>Scale</b>	Salaried

**Reporting: Board of Commissioners**

**Job Description**

EMS Administrator must be a Washington State certified EMT or Paramedic. The EMS Administrator has executive responsibility and administers all operations of the EMS. The EMS Administrator is responsible for operating procedures and function of the EMS, and to assist in planning and recommending policies set by the Commissioners.

**POSITION:** The Administrator receives direction and authority from, and is directly responsible to, the Board of Commissioners and is an official of the District.

**Duties:** The EMS Administrator, as CEO and administrative officer of the San Juan Island Emergency Medical Services (a.k.a. EMS), and shall perform such services as directed by the Board of Commissioners in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners. Typical tasks shall include, but are not limited to, the following:

Preparation of goals for the San Juan Island Emergency Medical Services and the means by which these goals will be accomplished, together with a time schedule for implementation to steadily improve the quality of E.M.S. service available to the District's taxpayers, to be presented to the Commissioners.

Work to establish coordination between other public and strategic agencies within the island community, county, and state.



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Establish and enforce a manual of operating procedures for the San Juan Island Emergency Medical Services.

Assist in the preparation of the annual budget; authorize the purchase of all equipment, supplies and services necessary for the proper operation and maintenance of the facilities of the San Juan Island Emergency Medical Services within the budgetary and spending constraints set forth in District policy.

Supervise all San Juan Island Emergency Medical Services paid and volunteer personnel. The authority to discipline all San Juan Island Emergency Medical Services personnel shall include the authority to suspend, reprimand, and/or terminate both paid and volunteer personnel according to District policy.

Assign duties to all personnel of the San Juan Island Emergency Medical Services and supervise the performance of the duties, provided, that the duties so assigned shall conform to the resolutions and policies of the Board of Commissioners in all events where a resolution or policy has created a specific position and provided for duties for that position.

Supervise the operation of a public information program to help citizens be acquainted with the E.M.S. services available to them.

Express a willingness to support District goals and promote them to District residents.

Assume administrative responsibility and supervise training and CME of EMS personnel within the San Juan Island Emergency Medical Services.

Advise the Commissioners with respect to equipment acquisition and assume or delegate responsibility for the repair and maintenance of San Juan Island Emergency Medical Services property and supplies.

Prepare and maintain all appropriate records that may be required by law or by direction of the Board of Commissioners.

Perform other duties as shall be deemed necessary or assigned by the Board of Commissioners.

Direct and/or compile monthly run report and training reports for Commissioners meeting.



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Direct and/or prepare monthly payroll report for all EMS personnel.

Direct and/or prepare all San Juan Island Emergency Medical Services vouchers for payment and present them to the San Juan County Auditor's Office and the Board of Commissioners.

Attend as many aid calls as necessary to keep current with response and patient care quality aspects of the San Juan Island Emergency Medical Services operations.

Maintain Washington State EMT certification and practice under that certification.

Makes demonstrable progress on the strategic 5 Year Goals.

Projects monthly cash flow needs of the EMS and manages with fiscal integrity and prudence, not allowing the District to fall into default.

Serves as an ambassador of EMS to internal and external customers.

Promotes and encourages strategic vision and mission of EMS for the continuous improvement and effectiveness of the organization.

Provides for regular objective assessment tool of internal and external customers (i.e. staff and patients)

Complies with provisions in the "Board Staff Linkage" and "Executive Limitations" policies.

Provides for regular cross-personnel education and the appointment of an "acting administrator" designee should an emergency arise with written report of such individual to the Board.

Other duties as assigned by the Board of Commissioners.