

## Southwest Harbor Tremont Ambulance Service

**Position:** Director

**Pay:** \$45,000 to \$55,000.00 annual salary.

**Benefits:** Up to \$1000 per month for health insurance allowance and up to 5% of base salary for additional benefits.

**Schedule:** Alternating- Week One-36 shift hours (1 shift during week day) and 4 hours of admin/meeting/non-scheduled. Week Two- 30 shift hours, 6-hour administrative shift in office (during week day) and 4 hours of admin/meeting/non-scheduled.

### **Position Summary:**

- This position is appointed and evaluated by the Board of Directors with reporting to both the BOD and the Ambulance Operations Committee.
- Responsible for management of service, development of policies, procedures, and guidelines, and promotion of the service as a leader in healthcare.
- Responsible for financial management of the service as described in the Financial Policy.
- Works with outside agencies to coordinate and develop best practices, embracing new ideas and future healthcare goals, while strategically applying best business practices to the overall service management.
- Supervises the Leadership Team (Crew Chief, Training Officer, Quality Assurance Officer, Safety Officer, and Maintenance Officer, etc.)

### **Qualifications and Desired Traits:**

- Bachelor's Degree preferred
- Three years of progressive management or supervisory experience
- Active EMS licensure in Maine, with preference given to Paramedic level
- Comprehensive knowledge of emergency medical and public safety systems
- Demonstrated drive to evaluate and improve systems for healthcare delivery, business operations, and personnel management
- Excellent communication skills, through oral and written methods including email and public speaking
- Highly motivated, responsible, and with apparent leadership qualities
- Proficient with computer-based applications and programs, technology, and equipment.

## **Duties and Responsibilities:**

- **Administrative Activities:** Ensures the service is prepared for daily operations including truck and crew readiness.
  - Creates and manages the monthly schedule.
  - Conducts monthly payroll processing.
  - Conducts bi-weekly inventory and supply ordering.
  - Ensures service compliance with local, state, and federal regulations.
  - Develops, reviews, and corrects service SOPs, SOGs, and Policies as needed.
  - Manages, reviews, and provides oversight and direction to the Leadership Team.
  
- **Liaison Activities**
  - Works with local, regional, and state healthcare partners including hospitals, medical directors, and MaineEMS to bring the latest care and practices to the service and its constituents.
  - Represents the service for presentations, meetings, or other designated events with the general public.
  - Represents the service in meetings and activities to promote cooperation and to strengthen mutual aid partnerships within public safety.
  
- **Long Term Planning Activities:** Works to strengthen the long term planning and strategic direction of the service.
  - In cooperation with the Leadership Team and Treasurer, develops the annual budget.
  - Advises the BOD/AOC on capital equipment purchases.
  - Researches, identifies, conducts or supports fundraising efforts and grant funding opportunities.
  - Creates internal and external goals with crew, leadership, and the Board/AOC to guide the service and its development.