



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

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ADMINISTRATOR

The Cambria Community Healthcare District is accepting resumes for the position of District Administrator.

Resumes must be received at the District office no later than **5:00 pm on May 15, 2008**.

Prerequisites:

A minimum of one of the following:

- 5 years managerial experience in EMS.
- 2 year business or related degree and 3 years experience in EMS.
- 4 year business or related degree and 1 year experience in EMS.

Qualifications:

- Demonstrate leadership and supervisory qualities.
- Knowledge of the Emergency Medical Services System and ambulance procedures/operations.
- Ability to work with other governmental and private agencies.
- Ability to work with a Board of Trustees.
- Ability to understand and follow oral and written directions.
- Demonstrate mechanical aptitude.
- Express self clearly orally.
- Demonstrate written skills.
- Indicate the ability to maintain cooperative relationships with fellow employees and the public.
- Demonstrate a neat and professional appearance.
- Ability to keep accurate records.
- Ability to prepare various types of reports including budgets.
- Demonstrate knowledge of office skills.
- Demonstrate knowledge of bookkeeping procedures.

Additional desired qualifications:

- Paramedic licensure in the State of California.
- Experience in accounting and public agency financing.
- Experience in medical billing procedures.
- EMS planning and consultation experience.

Job description/duties:

- Attends meetings of the Board of Trustees and presents District financial statements and other reports as necessary.
- Responds to Mass Casualty Incidents assisting paramedic units as needed.
- Assist with the local EOC when activated and as requested.
- Participates with SLO County EMSA during State wide and local disaster drills.
- Manages a Professional Medical Building and interacts with tenants therein.
- Prepares fiscal year end statements and the annual budget.
- Conducts public relations for the District.
- Works closely with the Ambulance Operations Director who oversees day to day operations of the ambulance and facility.
- Reviews employee evaluations and conducts evaluations of the Operations Director and Administrative Assistant.
- Invokes disciplinary action on District personnel as needed.
- Oversees District accounting operations.
- Oversees District billing procedures, including Medicare and Medi-Cal.
- Attends EMSA or other agency meetings as needed.
- Attends meetings/seminars/workshops of other agencies to enhance operational knowledge applicable to the District.
- Receives assignments/projects from the District Board of Trustees.
- Implements action and/or directives from the District Board of Trustees.
- Provides for a daily review of District correspondence and extends to the Trustees information regarding District day to day activities.
- Conducts staff meeting to review project assignments and status of District operations.

Salary and Benefits:

This position is by contract (sample copy provided upon request), with a starting salary of \$90,000 to \$95,000 DOE. Benefits include:

- PERS 2%@55 – sick time conversion – single highest year average.
- Health, Dental, and Life Insurance.
- Supplemental health benefit plan.
- Excellent vacation and sick time coverage.
- 13 holidays per year.