

Administrator

Cambria Community Healthcare District

The Cambria Community Healthcare District is seeking a new Administrator, the chief executive officer of the District.

Full time position.
Competitive and negotiable salary.

- Experience in the management of a government agency responsible to an elected Board of Directors is desirable.
- An understanding of the mission and purview of healthcare districts with EMS operations is desirable.
- Experience as a licensed paramedic is desirable.
- The position requires the ability to:
 - Communicate effectively orally and in writing
 - Think strategically
- Analyze complex issues and provide viable solutions.

Under the direction of the Board of Directors, the Administrator is responsible for the fiscal health of the District; manages staff and systems to provide a high quality ambulance service; recruitment of needed healthcare services to the community; coordinates the resources to offer healthcare education to the community; responsible for compliance with all applicable laws and regulatory agencies; and actively communicates with the public.

The position requires a broad understanding of the management of a healthcare district: the ability to work with the Board of Directors; a strong background in finance, the ability to interact with the public and with leaders of other healthcare organizations and agencies; and experience managing human resources.

Summary of the Role

The Administrator is charged with ensuring the District meets its core purpose: "To improve the health of the District residents by providing emergency services, enhancing access to care and promoting wellness."

The Administrator is responsible for the fiscal health of the District; manages staff and systems to provide a high quality ambulance service; ensures the recruitment of needed healthcare services to the community; provides the resources to offer healthcare education to the community; ensures compliance with all applicable laws and regulatory agencies; and actively communicates with the public. The Administrator reports to the Board of Directors.

Primary Responsibilities:

- Implements policies adopted by the Board. By working with committees of the Board, the District Administrator participates in the development of policies that provide the framework for providing high quality patient care in a cost-effective manner.
- Overall responsibility for operation of the District, including its property and equipment.
- Coordinates public relations activities.

- Develops and prepares the annual budget and presents it to the Finance Committee of the Board for eventual action by the Board. Monitors the Board-approved budget and recommends changes as needed. Works directly with the Board of Directors, assisting them their role as policy makers.
- Participates in recruiting needed healthcare services to the District.
- Ensures programs for community health and wellness are in place.
- Regularly keeps Board members informed about District issues, programs and progress.
- Attends all Board meetings and other meetings as requested. Ensures District records and minutes are appropriately maintained.
- Develops program plans and grant applications as appropriate.
- Represents the District in legal matters as requested by the Board of Directors and/or its legal representative.
- Serves as the official representative of the District in collective bargaining and may collaborate with an identified negotiator and with legal counsel.
- Negotiates business contracts.
- Represents the district with local healthcare agencies, the county Emergency Medical Services (EMS) agency, and the fire departments serving the district, including, but not limited to Cambria Fire and Cal Fire, as well as local law enforcement agencies.
- Oversees solicitations for bids and proposals.
- Develops emergency and contingency plans for the District.
- Understands and applies state and federal human resources regulations.
- Recommends updates to the District's policies and procedures.
- May represent the district to other community and state organizations, and local, regional and state agencies.
- Provides direction and supervision of personnel.
- Establishes and maintains an effective system of communication with staff.
- Performs additional duties as assigned by the Board including all regulatory filings.