

Position: Lyon County Ambulance Service Director

Status: Fulltime Salaried

FLSA: The position is considered Exempt according to the fair Labor Standards Act and will not receive overtime or compensation time for hours worked over 40 hours a week.

Salary: \$27,500 to \$30,000 DOE

Additional "on call" salary available for on-call assignments that occur outside of the Monday – Friday, 6 a.m. to 6 p.m. time frame. (Timesheet must be completed for these additional "on call" hours). This elective assignment is intended to provide the Director with an avenue to continue serving Lyon County as an on-call EMT outside of the Director's expected work day. The County will compensate the Director for choosing to take on extra on-call time; however, the Director position remains exempt under the FLSA and no overtime will be earned through the Director's acceptance of additional on call assignments.

#### General Description:

The ambulance service ("Director") is responsible for all aspects of management, administration, rig/equipment maintenance, and personnel of the Lyon County Ambulance Service. The position may include any other responsibilities the Lyon County Board of Supervisors deems appropriate. The Director is responsible to the Lyon County Board of Supervisors and will fall under the realm of the Lyon County Employee Handbook for all employee matters. The Director will have direct management of the personnel of Lyon County Ambulance Service.

The Director is expected to serve as the "on call" employee for Lyon County Ambulance Service from 6:00 A.M. to 6:00 P.M Monday through Friday, and fill two 12 hour weekend shifts a month, in addition to the other Job Responsibilities outlined below. The Director must follow all rules, procedures, and criteria applicable to other "on call" personnel during this time.

#### Job Responsibilities

Manage employees including all aspects of interviewing, selecting, training, disciplining, hiring, evaluating, scheduling, and terminating employment for the Ambulance Service Department.

Develop and maintain annual performance evaluations for all staff.

Serve as the "on call" representative of the Ambulance Department from 6 a.m. – 6 p.m. Monday-Friday and ensure all other on call staffing is met.

Ensures staff is adequately trained and their certifications are current.

Effectively communicates details and status of operations to staff and Lyon County Board of Supervisors

Creates and manages an annual operating budget and determines necessary purchase, repair, or retirement of machinery, equipment, or tools used by the Ambulance Department.

Create a relationship between Lyon County Ambulance and all other EMS agencies in Lyon County.

Assures proper financial record keeping and timely processing of invoices and payments.

Ensures compliance with Iowa State Law as it applies it to operations of an ambulance service.

Ensures compliance with Iowa and Federal Employment Laws.

Creates and maintains an employee schedule that ensures 24 hours per day, 7 days per week coverage by appropriately trained and credentialed staff.

Ensures adequate supplies are available and maintains inventory.

Ensures ambulance are properly maintained and maintenance records are documented.

Efficiently and timely maintains and tracks all patient payments.

Creates and maintains system for accurately tracking and documenting all ambulance runs

Ensures timely completion, review and submission of billing records and assures proper reimbursement for ambulance runs.

Ensures medical records are kept properly in order to meet HIPPA requirements.  
Verifies time cards are properly completed and submitted as required.  
Seek, research and write grants for department.

**QUALIFICATIONS REQUIRED:**

EMT certification and/or NREMT Certification  
Valid Driver's License  
Lyon County resident  
Certification in NIMS 100, 200, 700 and 800  
Demonstrated ability to lead people and facilitate a cooperative team.  
Passion for EMS and improving communities through collaboration

**QUALIFICATIONS PREFERRED:**

Paramedic certification  
Experience as a volunteer or paid on call EMS provider.  
Previous management experience including:  
    Budget development and management  
    Ambulance billing and collections  
    Experience with EMS shift scheduling.  
BLS, ACLS and/or other EMS instructor certifications.  
Strong knowledge of Iowa EMS Law.  
NIMS 300 and 400 certification.  
Resident of Lyon County, Iowa.