



Position Available- Ambulance Administrator, Mexico Missouri.

- \*Enjoy a small friendly hometown atmosphere.
- \*Work with an experienced team of EMS professionals.
- \*Enjoy a Benefit Package that includes paid health, vision, dental, and Lagers retirement.
- \*Salary based on qualifications and experience.

Overview:

The Administrator plans, administers and directs the Audrain Ambulance District Emergency Medical Services. The Administrator and Medical Director develop and ensure compliance with established protocols. Other duties include patient care in accordance with the rules and regulations of the Missouri Bureau of EMS, oversight and a working knowledge of all billing rules and regulations according to Medicare standards, as well as all aspects of HR. Must be willing to live within the District Boundaries.

Job specifications: (Not limited to the specifications below)

1. High School graduate or equivalent.
2. Bachelor's degree (preferred).
3. Current Missouri EMT-P license (required).
4. Two years' experience as a field Medic (preferred).
5. Current Missouri Class F drivers license with a safe driving record.
6. Maintain Job Specifications as outlined in the EMT-P job description.
7. Knowledge of accounting, medical billing, and computer skills.
8. Communication skills including ability to read and write English fluently, adequately and distinctly expressing oneself to the patient, district staff and Board Members.
9. Ability to maintain radio etiquette.
10. Exhibit leadership Qualities and lead the District staff and make plans and decisions for an efficient operation.
11. Experience as an Administrator/Manager (preferred).
12. Must live within the District Boundaries.
13. Pass a thorough background check along with a physical and drug screen prior to employment. Random Drug screens will be performed at the request of the Board (all at the District's expense).
14. Other duties as needed or requested.

To apply please send an application ([www.audrainambulance.com](http://www.audrainambulance.com)) and your resume to:

Audrain Ambulance District  
440 Kelley Parkway  
Mexico, MO. 65265

\*\*\*\*\*No phone calls please\*\*\*\*\*

