

COAST LIFE SUPPORT DISTRICT

DISTRICT ADMINISTRATOR JOB DESCRIPTION

Responsible to: Board of Directors

Reports to: Board of Directors

Oversees:

- Captains of Training and Operations
- Bookkeeper/executive assistant
- Contract providers including but not limited to:
 - Medical Director
 - RCMS/Urgent Care Provider
 - Property Tax Administration Agency
 - REDCOM Dispatch
 - Auditor and outside CPA
 - Billing company

Duties:

- Financial Management
 - Develops and executes annual budget
 - Approves administrative invoices
 - Manages bank accounts and investments
 - Manages annual audit
 - Analyzes and submits annual property tax roll
 - Creates request for proposals for new contracts
 - Federal, state, grants and funding agencies
- Board of Directors Communications
 - Creates and posts monthly agenda
 - Prepares materials for BOD meetings
 - Ensure Brown Act compliance on agenda and board materials
 - Facilitates ad-hoc meetings and planning sessions
- Represents District to all external agencies and organizations including but not limited to:
 - REDCOM Board of Directors
 - MHA meetings
 - Contracted Urgent Care provider

- Organizational Leadership
 - Prepares election information for Mendocino and Sonoma Counties
 - Builds teams and mentors staff
 - Promotes and models effective communication, including conflict management and resolution.

- Organizational Management
 - Negotiates contracts with employees
 - Provides oversight for human resources

- Public Outreach and Media Relations
 - Communicates effectively regarding the organizational policies and procedures.

Preferred Qualifications:

Reside within Coast Life Support District

Knowledge of CLSD, regional, and state protocol

Diverse healthcare administration experience including rural EMS

Experience in Public Administration and Interagency Relations

Bachelor's Degree in Healthcare Administration or equivalent

Certified in National Incident Response System

Revised October 18, 2021

