

Date posted: February 22, 2015

**Contracted Employment Opportunity  
External Posting  
Tri City Ambulance Administrator  
Part-Time**

The City of St. Charles, IL is the Lead Agency for Tri City Ambulance. In this capacity, the City seeks enthusiastic individuals with a high degree of personal accountability and integrity to participate in a competitive evaluation process to fill the contracted position of part-time Administrator for Tri City Ambulance. Under general direction of the St. Charles, Geneva, and Batavia Fire Chief's, this contract employee will serve as the Program Administrator for the Tri City Ambulance (TCA) Association. It encompasses emergency response procedures, training, field documentation, and billing functions. In addition, serves as program liaison to the Southern Fox Valley Emergency Medical System and the Illinois Department of Public Health. Current licensure as an EMT – Paramedic remains ideal for success in this role. Provides information to Tri City Ambulance (TCA) personnel, outside organizations and other governmental agencies concerning related laws, codes, regulations, ordinances, policies and procedures. Participates in training concerning emergency medical systems, practices and response procedures. Attends and participates in various meetings and committees. Prepares and delivers oral presentations as required. Will also assists with the preparation of the annual budget; perform data analysis; conduct research; develop and maintain capital replacement schedules for portable equipment and apparatus; plan and develop education and training programs regarding EMS operations, fire department operating guidelines, and Southern Fox EMS system protocols and assume the role of project manager for the accreditation of Tri City Ambulance through the Commission on Accreditation of Ambulance Services (CAAS) and such other regulatory agencies as may be required by the Board.

**Requirements**

- Must be a U.S. Citizen
- Must possess a Valid Driver's License
- Associate's Degree from an accredited institution in Nursing, Education, Fire Science, or Emergency Medicine
- Licensure as an Emergency Medical Technician – Paramedic (EMT-P) through the Illinois Department of Public Health as of January 1, 2015.
- Minimum of 5 years' experience in the medical profession/fire service which **must** include experience as a Paramedic in the field
- Extensive computer skills including word processing, spreadsheet and database software

**Salary**

This position will be compensated at \$38.00/hr.

**Application Process**

Apply online at [www.stcharlesil.gov](http://www.stcharlesil.gov). by 4:30 p.m. March 16, 2015.