

*Title:* Job Description - Director of Operations

*Reports to:* President and Secretary / Treasurer

*Responsibilities:*

1. The Director of Operations (DO) shall be responsible to the President for the day-to-day operations of Cooperstown Medical Transport.

*Principal duties: (include, but are not limited to)*

1. The planning, coordinating and development of the activities of an effective EMS program for the betterment of Cooperstown Medical Transport, Inc.
2. Responsible for Company compliance with State and Local laws and regulations governing EMS.
3. Direct supervision of the Field Supervisor and other department heads as indicated in the chain of command.
4. Responsible for fleet readiness.
5. Responsible for the development and expansion of markets.
6. Responsible for maintaining sufficient staff to conduct effective operations at all times.
7. Acts as interagency liaison.
8. Maintains certifications.

The duties stated above are not meant to be restrictive or all encompassing. The Director of Operations needs to be flexible and able to make difficult decisions. The DO has a vital role as a member of the Company and management team. He/she must constantly strive to improve our service and make changes and improvements in Company policy and procedures.

*Qualifications:*

1. Emergency Medical Technician - Paramedic.
2. Instructor in CPR, ACLS, PALS and/or BTLS preferred.
3. Minimum of five years in EMS, preferably at the ALS level.
4. Supervisory experience.
5. Minimum two years post secondary education.
6. Knowledge of State and Local laws and regulations governing EMS
7. Excellent verbal / written communication skills.

*Effective:*

December 26, 2003