

KITSAP COUNTY EMERGENCY MEDICAL SERVICES  
AND TRAUMA CARE COUNCIL

**STANDARDIZED POSITION DESCRIPTION**

**A. IDENTIFYING INFORMATION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT

POSITION REPORTS TO: KITSAP COUNTY EMERGENCY MEDICAL SERVICES & TRAUMA CARE COUNCIL through the elected EXECUTIVE BOARD CHAIR and CO-CHAIR

EMPLOYEE STATUS: PART-TIME, HOURLY, NON-UNION, (Currently estimated at 20 hours per week but may expand to meet organizational needs)

COMPENSATION: \$25.00 HOURLY WAGES, NO BENEFITS

**B. POSITION SUMMARY**

Under the direction of the Executive Board Chair and Co-Chair, the Administrator is responsible for the daily operations of the Emergency Medical Services (EMS) Office including performing a variety of administrative and accounting duties which may be complex or confidential in nature. Additionally this position serves as the liaison for the EMS Council and as the primary point of contact both internally and externally. The Administrator supports the needs of the Medical Program Director and Physician Delegates as requested.

**C. ESSENTIAL DUTIES**

1. Efficiently manages the EMS office finances such as accounts payable and receivable, payroll, applicable business taxes, and prepares financial reports. Collaboratively develops the budget with the Kitsap County Emergency Medical Services Treasurer. Monitors the financial status of activities to achieve goals within the allocated budget.
2. Ensures Kitsap County EMS policies and procedures are in compliance with State and regional regulations and are reviewed in a timely manner. Assists in the development of new policies as needed, maintains a current policy manual and accurate policy archives.
3. Maintains the Kitsap County Emergency Medical Services & Trauma Care Council (KCEMS & TCC) website ensuring content is current; compiles and distributes KCEMS & TCC quarterly newsletter.

4. Secures the office business license, insurance, non-profit registered status and agency Drug Enforcement Agency (DEA) licenses as required.
5. Acts as a liaison, developing and building positive relationships between health care groups, field providers and member agencies. As requested, attends a variety of meetings including but not limited to Quality Assurance (QA) both Advanced Life Support (ALS) and Basic Life Support (BLS), Base Station, Harrison Medical Center Trauma Review, Medical Operations, Board of Directors, EMS Council, Criteria Based Dispatch, State and Regional Quality Assurance, State Medical Program Directors, Northwest Regional Emergency Medical Services (NCREMS) Council and Public Health Department. Records and distributes minutes at applicable meetings.
6. Coordinates and effectively supports the Medical Program Director (MPD) in Quality Improvement and other programs as directed by the Board of Directors, MPD or Physician Delegates.
7. Coordinates paramedic testing and preceptorship for certification of providers new to Kitsap County.
8. Maintains the day-to-day administrative activities including distributing mail, responding to email and telephone inquiries and dealing with other forms of highly confidential information that may be subject to Health Insurance Portability and Accountability Act (HIPAA) regulations. Supports the activities of the MPD, Physician Delegates and provides oversight and direction to the Training Coordinator as needed to meet the needs of the Council.
9. Other duties as assigned by Chair or Co-Chair.

#### **D. QUALIFICATIONS**

1. Proficient in use of computer software programs including MS Office, QuickBooks, and other database management. Knowledge of Visio a plus.
2. BA or BS Degree, three years recent office experience, preferably in management, or any combination of education and experience that provides the required knowledge, skills and abilities.
3. Two years recent medical or healthcare experience which includes some responsibility for management of an EMS Quality Improvement Program is preferred.
4. Ability to communicate clearly and concisely, both orally and in writing with demonstrated skills in collaboration, teamwork and problem solving.
5. Possession and continued maintenance of a valid Washington State driver's license.
6. Must meet WAC 388-101-3250 background requirement (subject to law enforcement criminal check) NO EXCEPTION

**APPLICATION MATERIALS:**

**The following application materials must be sent to the Executive Board Chair, Scott Weninger.**

- Resume (three-page maximum)
- Personal and Professional References (three minimum)

You may submit the application materials via mail to 5300 NW Newberry Hill Rd, Suite 101, Silverdale, WA 98383 or via email to [sweninger@ckfr.org](mailto:sweninger@ckfr.org).

If you have additional questions about this position, please send them to [sweninger@ckfr.org](mailto:sweninger@ckfr.org).