

**Job Title: EMS Director for Chickasaw County**  
**Reports to: Board of Supervisors**  
**Supervises: All EMS Employees/Crew Members**  
**Employment Type: Full-Time**  
**Salary Range: \$70,000 - \$90,000 Salary Exempt**

### **Job purpose**

The EMS Director is responsible for the day-to-day operation and administration of the EMS service for Chickasaw County. The Director plans, organizes, coordinates, and evaluates the overall functioning of the ambulance service. The Director provides guidance, leadership, accountability, and coordination for the EMS program, its volunteers, and full-time and part-time staff, assuring that consistent, high-quality care is provided to all patients. The Director will stay abreast of current trends in EMS and advocate for a progressive, professional, and efficient EMS system.

### **Duties and responsibilities**

- Runs calls as well as administrative duties
- Creates monthly schedule based on volunteer and full-time and part-time staff availability and ensures adequate coverage.
- Reviews payroll and timesheets.
- Provides for the recruitment, orientation, supervision, mentoring, and encouragement of full-time, part-time, and volunteer staff.
- Ensures the maintenance of certifications, skills, and knowledge of all crew members through regular training and continuing education.
- Develops, reviews, and ensures compliance with all applicable protocols, policies, and procedures.
- Works closely with the service's Medical Director.
- Provides overall direction for the prompt and efficient response of emergency crews, providing the highest level of pre-hospital emergency care.
- Coordinates and ensures Continuous Quality Improvement.
- Coordinates with EMS staff to ensure the readiness of emergency vehicles and related equipment and makes recommendations for the replacement of vehicles and equipment.
- Coordinates with EMS staff to maintain clean station facilities.
- Readily available via cell phone/radio for department needs or ensures supervisory coverage when unavailable.
- Coordinates the review of patient reports and billing to ensure adequate and accurate documentation of services and maximization of reimbursement.
- Prepares, monitors, and works within the departmental budget in consultation with the Board of Supervisors and County Auditor.
- Encourages outreach to community partners, including MercyOne New Hampton, neighboring EMS services, and other public safety agencies.
- Ensures compliance with all applicable state and federal laws and code.

- Provide regular updates to the Board of Supervisors on the status of EMS operations.
- Other duties as assigned.

## **Qualifications**

- Minimum of associate degree or equivalent experience.
- Currently registered nurse or Paramedic with State of Iowa Paramedic Certification or NREMT-P.
- Currently certified in BLS, ACLS, and PALS (preferred). Instructor certification in these courses preferred.
- State of Iowa EMS instructor endorsement (preferred).
- Experience in protocol writing.
- Experience working with volunteers.
- Experience in EMS management and supervision of a combined career and volunteer ALS service.
- Experience in budget preparation and management.
- Must possess strong communication skills.
- Must pass criminal background check, drug screen, physical examination, agility screen, and have a valid Driver's License with a satisfactory driving record.
- Must be available to work on a full-time basis and evenings and weekends when necessary. Additional outside employment is only permitted if it is approved by the Board of Supervisors and does not interfere with the EMS Director's duties

## **Working conditions**

Work is typically performed in an office, a variety of emergency scenes, ambulances, stocks rooms, and ambulance bays. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery, contagious or infectious diseases/pathogens, irritating chemicals, animals, and hot, cold, or inclement weather. The work may require the use of protective devices such as masks, goggles, gloves, and all protective equipment associated with EMS operations.

## **Physical requirements**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work may be performed while intermittently sitting, standing, walking, bending, crouching, kneeling, climbing, and descending stairs or ramps, balancing, stooping, reaching, and lifting. The work is often performed while wearing PPE and frequently requires the carrying of bags and equipment. The ability to use hands to operate objects, tools, or controls is necessary. The position requires the ability to lift up to fifty (50) pounds.

\*Chickasaw County is an Equal Opportunity Employer