

EMS Director

Competitive pay and PTO discussed at interview

PEIA or Health Plan insurance 85/15 premium

- EMS Director
- Full Time
- Tyler County WV
- Reports to County Commission
- The EMS Director works directly with the County Commission and Operations Manager to provide leadership and business management related to EMS for the organization.
- Business is conducted in primarily a controlled office environment with limited hazards. Occasional travel to EMS stations, hospitals, and training sites may cause exposure to other hazards associated with EMS.
- Minimum required education
 - Completion of an accredited certificate or associate degree nursing, paramedic, or EMT program
- Preferred education level
 - Bachelor's or master's degree in paramedic science or nursing
- Required previous experience.
 - 5 years as a transport nurse, paramedic, or EMT
 - Proven history of exceptional work ethic, communication skills, and organizational skills
- Preferred previous experience.
 - One or more years of experience in a supervisory or management position.
- Required Certifications

- Active RN and or Paramedic license and/or EMT certification in WV and other states as required
- Valid driver's license and acceptable driving history
- Post hire certifications
 - Post hire certifications will be on an as needed basis and must be completed in a timely fashion
- Position specific accountabilities
 - Reports directly to the County Commission
 - Works with the Operations Manager to maintain EMS roster
 - Includes hiring/dismissal
 - Job retention
 - Job postings
 - Responsible for contracts with other agencies such as hospitals, other stations, neighboring counties for mutual aid, training facilities, etc.
 - Responsible for billing, working with a third-party contractor.
 - Accountable for ensuring all bills are paid in a timely manner.
 - Procurement of all supplies, both medical and non-medical for the vehicles and station(s)
 - Responsible for ensuring all employees have and receive required training. Includes scheduling of training as needed.
 - Procurement and renewal of licenses and permits of organization and vehicles
 - Completion and adherence to yearly budget and management of EMS excess levy
 - Other duties as assigned

Please send Resumes and Cover Letters to:

Tyler County Commission
Attn: Neil A. Archer, II
PO Box 66
Middlebourne WV 26149

All Resumes must be received by 4 PM on Friday, August 11, 2023