Job Description for Volunteer EMS Director
Prairie City EMS

Formal position title: Volunteer EMS Director

Reports To: City Council

Job Overview: Plan and Direct EMS responses in the City of Prairie City and surrounding area, and oversee all administrative process for the Dept. Oversee Budgeting, HR issues, Regulatory Compliance with State and City policies. The director provides direction, leadership, accountability and coordination for the EMS Dept. They are also required to stay abreast of new trends and development in EMS practices. The position is a Volunteer position with the number of hours per week variable, however if the Director responds to EMS Calls they will be compensated per Call like the other members of the Dept.

Responsibilities and Duties: The Director shall preside at all regular and special meetings of the department in conformity with Dept bylaws. He/she may be available to supplement daytime as well as night/weekend staffing for Calls of Service. He/she shall appoint all committees and perform all other duties commonly belonging to the office. He/she shall be responsible to the City Administrator for funds in the EMS section of the City Budget. The Director shall be responsible for enforcement of State and Council Policies, and be responsible for maintaining and supplying the State and Council with all records on certifications and education.

The Director shall ensure that State EMS Regulations are met *(See attached Document for State requirements)* and all information is uploaded and maintained on State Database. Bi-yearly "Mock Audits" of all Administrative tasks shall be

performed by the City Manager or State Field Coordinator and the results reported to City Council. *Examples of State requirements are but not limited to:*

- Maintaining all Patient Care reports and prepare them for Billing Company, as verified by City Manager or City Clerk
- Maintaining Personnel files making sure each members certifications are current
- Oversee and/or develop monthly training for personnel
- See that all Dept Policies, Procedures and Protocols are followed and document training on such
- Maintain that all Transport and 28E agreements are current and valid
- Carry out all Continuous Quality Improvement (CQI) initiatives as outlined by the State. (*Outlined in the supplemental attachment*)
- Oversee all Scheduling and Staffing of the Dept.
- Oversee all Vehicle and Equipment servicing/maintenance, and documenting all such activities

Qualifications:

- Paramedic or EMT with minimum 5 years' experience
- Strong managerial, communication, interpersonal and leadership skills
- Management experience is preferred
- NIMS Incident Command Certifications preferred

- Additional credit given for any other Certifications, such as: CPR Instructor, Critical Care Paramedic, ACLS, PHTLS, PALS, NRP, EMS or Fire Instructor, Combat Life Saver

Incentives and Hours:

The position is a Volunteer position with the number of hours per week variable, however if the Director responds to EMS Calls they will be compensated per Call like the other members of the Dept. (*Currently $20 per Call).*