



NOTICE OF JOB OPENING

For the position of
EMS Manager

Salary Range - \$30.29 to \$38.64 per hour (DOQ/DOE)

FLSA status is TBD.

Benefits offered include health and dental insurance for employees and eligible dependents, Arizona Public Safety Personnel Retirement System (PSPRS) or Arizona State Retirement System (ASRS), paid vacation and sick leave, paid holidays, educational assistance, and deferred compensation.

CANDIDATE PROFILE

The ideal candidate for the position of EMS Manager shall have demonstrated abilities as a proactive leader, a strong communicator, and a highly engaged individual with strong and ethical decision making abilities. He/she will be focused on high standards of customer service and operational effectiveness and efficiency, and will embrace developing and maintaining relationships both within the organization and within the community. Additionally, the ideal candidate will exhibit integrity, loyalty, commitment to lifelong learning, courage in his/her convictions, and a passion for EMS.

Minimum Qualifications and Requirements:

- Valid Arizona State Paramedic for a minimum of 2 years.
- Ability to operate all ALS equipment, as well as a variety of other emergency medical equipment.
- Possess knowledge of principles and practices of the Mohave Valley Fire Department rules, regulations, policies, local geography and emergency resources.
- Knowledge of the principles and practices of administration and the budget; applicable federal, state and local laws; rules and regulations, principals, practices, techniques and procedures applied to emergency medical service operations.
- Arizona certified as an EMT Instructor, or the ability to be certified within two years.
- Certification in CPR and first aid instruction.
- ACLS, PALS, BTLS, CPR Certified

- Be able to be a Preceptor for EMT and Paramedic students
- Successful completion of ICS 100, 200, 700 and 800 within 6 months of hire
- Successful completion of ICS 300 and 400 within 1 year of hire

Desired Qualifications:

- ACLS Instructor
- PALS Instructor
- BTLS Instructor
- Arizona certified EMT Instructor
- A.S. degree in related field or above, with a minimum of 2 years working experience in emergency medicine or other medical field degree

General Description:

Under the general supervision of the Division Fire Chief, responsible for management, technical, and administrative duties to coordinate the emergency medical service (EMS) activities of the department and to perform related duties as assigned.

Essential job functions:

- Serve as EMS Coordinator to manage a combination of the following programs as assigned; maintenance of EMS equipment, inventories, EMS budgeting, ambulance design specifications and EMS training.
- Must have knowledge and training necessary to serve as HIPPA privacy officer.
- Develop methods and techniques for quality improvement for EMS services.
- Coordinate and administer EMS continuing education programs.
- Provide EMS information to all EMS personnel to insure that all members are informed and understand all department EMS operations, programs and policies.
- Coordinate EMS activities with all EMS personnel.
- Provide didactic as well as hands-on training in all areas of EMS both with-in the department and in coordination with base hospital.
- Serve as liaison with base hospital other EMS agencies and the department Medical Director.
- Serve as Infection Control Officer.
- Operate and Oversee the CPR Program.
- Analyze EMS community related problems.
- Establish and maintain effective public relations.
- Coordinate ambulance inspections with and serve as liaison to the Arizona Department of Health Services.
- Research, write and submit grants pertaining to EMS and the department.
- Serve as liaison between EMS field activities and ambulance billing staff.
- Ensure that all EMS activities are performed according to departmental policy and provide coaching and discipline in coordination with the Chiefs as necessary.
- Interpret develop and maintain written department policy in the area of EMS.
- Manage and report on EMS quality assurance programs.
- Serve as information officer maintaining and managing all personnel medical files and job related certifications.
- Attend and represent department in activities related to local, state and regional agencies.
- Ensure that the applicable supplies are fully stocked at all times.
- Coordinate with local community college and other agencies to assist employees with educational training.
- Department EMS Quality Control Manager
- Perform other duties as assigned.

Application Process:

Applications can be picked up or mailed at the Mohave Valley Fire District Office, 1451 Willow Dr. Mohave Valley, AZ 86440. Applications will be available at www.mohavevalleyfire.org

Applications will not be accepted electronically; the completed application packet must be mailed to the above address. Questions may be directed either by phone or email to Harley Harmon (divisionchief@mohavevalleyfire.org)

Completed application packets must be received no later than 1600 hours on **February 9, 2018**.

Following the closing date, all application packets will be reviewed based upon the qualifications and criteria outlined in this information packet. The best qualified applicants will be invited to participate in an assessment center, date to be announced. Participation in the assessment center will be at the candidates' expense.

The successful candidate shall be subject to a complete background investigation, along with pre-employment physical examination, drug screening, fingerprinting, and criminal and motor vehicle background check.

Selection Process:

May include any or all of the following: formal application; review of education and experience; written examination and/or assessment center; oral board; background/driver's license verification and background check; hiring list; offer of employment; post offer physical examination including drug screen.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

The Mohave Valley Fire District is an Equal Opportunity Employer.

SUPPLEMENTAL QUESTIONNAIRE

Please supplement your application packet with responses to the following questions. Your responses should not exceed a total of three typed pages.

1. Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.)
2. Please explain why you are interested in the position of EMS Manager?
3. Please provide an example of a significant operational improvement in which you played a lead role. How was this change received internally? Externally? What kind of employee training did the change(s) encompass?
4. Please give a brief overview of your experience and involvement in regional cooperation efforts with other Fire/EMS agencies or other medical providers.
5. How would your current or most recent supervisor describe you? How would your current or most recent subordinates describe you?
6. Please describe in detail a training program that you were involved in developing and implementing. Include in your description any associated obstacles, successes, failures, along with an overview of the program as it stands today.
7. Please describe a situation in which your personal ethics conflicted with your professional responsibilities, along with an overview of how you dealt with the conflict.
8. Please describe your perception of the impact that administrative/support personnel have on the overall operation of a fire department, and give an example of how you valued that impact in your role within a fire department.
9. Please share with us any additional information about yourself that you believe would be helpful in our initial selection process.