

Division Chief of Emergency Medical Services (EMS)

Description

The Division Chief of Emergency Medical Services (EMS) is a strategic level position which provides leadership, direction, and coordination of the Shawnee Fire Department EMS program. This position is responsible for the coordination of EMS training, certification, and quality assurance & improvement. The Division Chief of EMS will work with the fire chief establishing priorities, strategies, and initiatives to guide fire department EMS activities. The employee must stay abreast of new trends and innovations in the field of EMS. The Division Chief of EMS will be a member of the fire department executive team. ***The hiring salary range for this full-time exempt position is \$108,000 - \$130,000 annually (DOQ).*** All applications should be submitted via the [City's jobs page](#) for consideration no later than **Friday, April 5th.**

Position Responsibilities

EMS Training and Certification. Coordinate with captain of professional development to schedule and develop continuing education training for EMS topics. Coordinate annual Kansas Board of EMS (KSBEMS) certification renewals for department personnel. Stay informed on current KSBEMS topics.

Johnson County EMS System. Work closely with the Johnson County Medical Director to assist with the development of EMS protocols, credentialing, skills, and simulation training, and QA/QI. Represent the department at the Medical Director Liaison Committee (MDLC) and MARCER.

Critical Thinking and Analysis. Apply critical and analytical decision-making processes when researching issues, formulating problem statements, and developing an appropriate course of action. Work with the department's business improvement analyst to review EMS response performance and identify possible areas for improvement.

Community Relationships. Understand the culture, expectations, and service needs of the community, maintaining formal and informal community networks and relationships. Represent the fire department to other departments, elected officials, Shawnee residents, business owners, and outside agencies. Serve as an active participant on a variety of boards, committees, task forces, external committees, and/or community organization(s).

EMS Equipment and Supplies. Coordinate the procurement, tracking, and inventory management of EMS equipment, supplies, medications, and protective equipment. Oversee EMS equipment service and maintenance.

Budgeting. Assist the fire chief in the development and administration of the department budget related to EMS. This includes participating in the forecasting of funds needed for staffing, equipment, materials, supplies, and program funding. Research information requested by the fire chief or his/her designee.

Infection Control. Provide leadership, direction, and coordination for the Fire Department Infectious Disease Control Program. Serve as the department and city designated infectious control officer (DICO).

Department Goals. Attend and participate in departmental and executive team meetings to develop and ensure the fulfillment of the department mission, goals, and policies for the Fire Department and assigned areas of responsibility. Participate in the fire department wellness program.

Policies and Procedures. Work with executive team to recommend, develop, and implement policies and procedures. Adhere to city and departmental orders, directives, memorandums, and policies. Identify, review with the executive team, and implement improvements in service, delivery, and performance.

Records Management. Provide leadership, direction and coordination for the EMS portion of the records management systems used by the department. Work with the deputy chief of operations to ensure patient care records are created and maintained according to department and city policy.

Emergency Response. Responds to emergencies as needed and performs duties as assigned by the incident commander (IC). Drives an emergency vehicle when responding to emergency rescues, fires, fire operations, and hazardous material incidents.

Public Administration Knowledge and Local Government Operations and Procedures. Understand public administration principles and practices, local governmental operations, and city organizational structure and operations. Knowledgeable of the city municipal code, administrative code, policy statements, and departmental policies/procedures.

Professional Development. Read trade journals, maps, and other materials related to EMS, fire service, and training. Attend and participate in professional group meetings and training sessions.

Administrative Assistance. Provides highly responsible administrative assistance to the fire chief. Assist in preparation and presentation of staff reports and other correspondence.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university with major course work in fire science, public administration or a related field.
- Must possess and maintain a Kansas (KSBEMS) Paramedic certification, or have the ability to obtain a KSBEMS within 6 months of appointment.
- A minimum of ten (10) years of fire service experience is required. Progressively responsible supervisory experience is preferred.

Any combination of education and experience that provides the knowledge, skills and abilities to successfully perform the responsibilities identified in this job posting may also be considered.

Work Schedule

The base schedule for this position is Monday through Friday, regular office hours; however, this exempt position will occasionally be involved in, and required to be available for or attend activities and events that occur in the evenings, and on weekends and holidays. This exempt position is essentially on call 24 hours a day, seven days a week to make administrative and management decisions regarding EMS issues and/or to assist with emergencies and other issues.

Additional Statements

The above statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. The City of Shawnee reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.

The City of Shawnee complies with federal and state equal opportunity laws. It is the City's policy to provide an equal employment opportunity for all qualified employees and applicants for employment without regard to ancestry, race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, socioeconomic status, genetic information, citizenship, veteran status or familial status, or any other basis protected by state or federal law, in regard to hire, training, promotion, transfer, layoff, dismissal, discipline and other conditions of employment. If reasonable accommodation is necessary to apply or further information if needed, please contact Human Resources at (913) 742-6253.