

TOWN OF MONROE, CT.

Job Posting

Posted: 1/28/16

Closing: 2/19/16

- Position Title:** **Emergency Medical Services Administrator (EMS)**
- Reports to:** Chief of Emergency Medical Services
- Schedule:** The EMS Administrator will work a maximum of 20 hours per week
Schedule hours flexible Monday -Friday with attendance at evening
meetings
- Salary:** \$30,000- \$35,000 based upon a 20 hour work week (no benefits)
This is not a union position
- Job Summary:** The EMS Administrator works for the EMS Commission and report to
the Chief of EMS. This position is responsible for administrative support
of the service as well as oversight of contracted personnel.
- Closing Date:** February 19, 2016
- Application Process:** Complete Town of Monroe employment application online and include
resume at www.monroect.org by February 19, 2016

Complete job description below.

TOWN OF MONROE
Job Description

Position Title: Emergency Medical Services Administrator (EMS)

Reports to: Chief of EMS

Schedule: The EMS Administrator will work a maximum of 20 hours per week. Attendance at monthly meetings as described below is required. Flexible M-F business hours with some evening meetings necessary.

Job Summary: The EMS Administrator works for the EMS Commission and reports to the Chief. This person is responsible for administrative support of the service with oversight of contracted personnel.

Duties & Responsibilities:

- Oversee vehicle fleet including maintenance, schedule repairs, RFP's for new vehicle purchases, vehicle equipment maintenance, annual inspections
- Attend meetings: sponsor hospital, Town safety, executive board and commission meetings as necessary
- Track member certifications
- Oversee and manage building maintenance including supplies, cleaning service, and coordinate repairs
- Oversee and manage equipment and supplies including inventory, ordering, research and recommend new equipment, track issued equipment, radio's and iPads
- Conduct investigations as assigned
- Ensure compliance with all OSHA requirements, follow-up with exposures, maintain records
- Supervise paid contractual staff, liaison with vendors to maintain relationships and solve problems. Track contracts and prepare RFP's for renewals
- Assist with annual budget
- EMS charts administrator
- Maintain emergency operations plan/Town EMS plan
- Perform public relations and public information duties as assigned
- Maintain service web page and social media
- Research and prepare grants
- Complete annual license renewals
- Other duties as assigned

Qualifications:

- Maintain current CT EMT certification, paramedic preferred
- Five years' experience as EMT; preferred experience with volunteer service and management in paid and/or volunteer service. Some grant writing
- High school degree; college preferred
- Clean driving record; no felony convictions
- Meet Monroe VEMS requirements for driving ambulances
- Outstanding organizational skills and computer literacy
- Fluency in Excel, Word, social media and web page upkeep, good written and spoken English language and communication skills
- Ability to work independently with minimal direction
- The EMS Administrator will wear EMS volunteer uniform while on duty

- Carry portable radio to monitor calls and be available as back up when working to respond if needed

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger movements, handle or feel objects, or controls; and must be able to lift and/or moves up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

Work is generally performed while sitting or standing in an office environment. Some lifting of small equipment and forms is required. This position does not require heavy lifting on a regular basis; however, when working with the records retention archives, the individual may be required to lift boxes of approximately 10 pounds. Work environment may be subject to changing climate conditions.

Salary Range: \$30,000 - \$35,000 based upon a 20 hour work week

Approved by Emergency Medical Services Commission – 8/26/2015