



Oscoda County Ambulance

Job Title:	EMS Director	Job Category:	Administrative
Department/Group:	Ambulance	Responsible To:	County Administrator
Location:	Mio, MI	Travel Required:	Minimal
Salary:	Negotiable based on experience	Position Type:	Full-Time
Benefits	Yes, all County Benefits		
Entry Level:	No		
Fax or E-mail: (989) 826 – 1174 Subject Line: EMS Director Position Attention: Human Resources		Mail: Oscoda County Attn: Human Resources P.O. Box 399 Mio, MI 48647	
Job Description			
Job Purpose: Directs the activities, operations and personnel of the Oscoda County Ambulance Department.			
Duties: <ul style="list-style-type: none"> Ensures that the Ambulance Department is staffed twenty-four (24) hours per day, seven (7) days per week. Supervises all Ambulance Department personnel in their daily performances of their assigned duties and assigns additional duties and responsibilities as necessary. Creates a good working relationship with staff. Available to all employees twenty-four (24) hours per day, seven (7) days per week by phone. Provides written verbal quarterly reports to the Board of Commissioners. Prepares the annual department budget, oversees the administration duties of the Ambulance Department. Reviews all expenditures. Oversees billings, and ordering of medical supplies to ensure the ambulances are adequately equipped. Reviews time cards and follows the Oscoda County payroll guidelines. Participates in committees and special interest groups. Coordinates with and creates a good working relationship with other agencies and departments. Maintains a basic knowledge of other public safety agencies including, but not limited to, Police, Fire and Emergency Management. Interviews and evaluates the skills of prospective employees, follows the hiring policy and procedures set forth and hires personnel accordingly. Supervises training of new hires, evaluates and maintains the skills required including all HIPAA policies. 			



Oscoda County Ambulance

- Verifies that all employee licenses and certifications are current, directs the development, implementation and evaluation of training activities for the Oscoda County Ambulance Service Department. Will provide copies of licenses to the County Commissioners Office when requested.
- Ensures that all policies are implemented and ensures that the operation of the Oscoda County Ambulance Service runs efficiently and effectively. (Personnel Policy Manuals, Union Manuals and the Department Policy and Procedure Manuals).
- Maintains a thorough knowledge of State, County, EMS, and Medical Control Policies and regulations.
- Initiates disciplinary action following the guidelines set in the Personnel Policy Manuals, Union Manuals and the Department Policy and Procedures Manuals.
- Ensures frequent inspections of all equipment and ambulance are performed according to state standards.
- Evaluates and maintains proper quality and working conditions for all equipment and ambulances and researches new equipment as needed.
- The Director will follow what Medical Control mandates and review personnel performance for proper patient care and procedures through the Quality Assurance process.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Skills/Qualifications:

- Performance Management, Giving Feedback, Project Management, Coaching, Foster Teamwork, Supervision, Staffing, Business Knowledge, Technical Leadership, Technical Management and Vision.
- State of Michigan Paramedic License recommended
- State of Michigan Instructor/Coordinator License recommended