

HELP WANTED  
UNION COUNTY

POSITION: Director, Union County Emergency Medical Services

JOB DUTIES/DESCRIPTION: As the UCEMS Director he/she must oversee and manage an advanced life support (ALS) EMS Service that treats a population of over 15,500 citizens, utilizes 4 ALS equipped ambulances, and employees twenty-five plus EMT's and paramedics on a 24 hour basis. He/She will be responsible and accountable for a 1.8 million dollar budget, patient billing, in-house budgeting, fleet management, state records organization, medical direction updates, progressive ALS and BLS training, employee scheduling, with emphasis on supervisory oversight on all administrative and operational details pertaining to all pre-hospital care of patients both non-emergent and emergent.

QUALIFICATIONS: Minimum of 4 years of field experience as a Certified EMT-B or Certified EMT-P. Must be proficient in all EMS operations to include: Staff scheduling, budget preparation, EMS supervisory skills, Florida Administration Code 64J, Incident Command Structure (ICS), National Incident Management System, Health Information Portability and Accountability Act (HIPAA), grant writing skills, and strong communication skills.

Applications must be submitted to the Union County Board of County Commissioners. The office is located at 15 NE 1<sup>st</sup> Street, Lake Butler, Florida 32054. Union County is an Equal Opportunity Employer and Veteran Preference.

Deadline for submitting applications will be January 8, 2018