

HARDIN MEDICAL CENTER

NOTICE OF POSITION AVAILABLE

POSTING DATE: 1/23/12

TITLE: EMS Director

DEPARTMENT: EMS

HOURS: 8:00am-4:30pm

POSITION: Full Time

BRIEF DESCRIPTION OF POSITION: The EMS Director administers and manages all aspects of the Emergency Medical Services (EMS) program and performs the highest level of program analysis and management. Develops and recommends EMS program goals and objectives. Develops and manages the EMS annual budgets through monitoring expenditures, forecasting funds, identifying grant sources.

MINIMUM JOB REQUIREMENTS: Must have current Paramedic license in the state of TN. At least three years of progressively responsible emergency management and/or emergency medical services supervisor experience. Must have good customer relations at all times. Principles and practices of project management, contract and grant administration, including research, development and implementation of projects/programs, vendor, contractor and user agency coordination. Must place high priority on attendance. Must contribute to a positive work climate and the overall team effort of the facility. Must comply with all facility and departmental policies and procedures.