

PASQUOTANK – CAMDEN



EMERGENCY MEDICAL SERVICE

ELIZABETH CITY, NC

JOB ANNOUNCEMENT

EMS Assistant Director

1 Full Time Position

Deadline: August 22, 2017

Interview Date: August 30, 2017

Pasquotank – Camden EMS (PCEMS) is currently seeking applicants for an EMS Assistant Director for a fast-paced emergency medical service organization. This is an exempt position with typical, expected hours of Monday through Friday from 8 a.m. to 5 p.m. Preferred qualifications of the perspective candidate are: 1) Associate's Degree or higher in EMS, business, management or related field; 2) At least five (5) years of experience in Emergency Medical Services, including supervisory work; 3) Ability to hold and maintain a current pre-hospital credential by the North Carolina Office of EMS at the EMT-Paramedic level; 4) Valid driver license; 5) Ability to pass a local medical board if necessary; 7) Current course completions preferred in Advanced Cardiac Life Support, Pediatric Advanced Life Support and NIMS 100, 200, 300, 400, 700 and 800.

We are seeking a team member who also possesses the following qualities and expertise:

- Ability to properly manage daily operations including scheduling, discipline and customer concerns
- Ability to be extremely efficient, organized and resourceful
- Capacity to be flexible and function well in a fast-paced environment
- Great interpersonal skills and ability to deal with many customer and staff personalities
- Strong decision making, verbal and written communication skills
- Ability to appropriately report up and down the chain of command
- Readiness to respond to calls and assist crews when needed
- Ability to supervise and work within all positions within the EMS agency
- Proficiency in computer-based software
- Excellent grammar skills

Salary Range and Benefits: Grade 25 (\$44,029 - \$63,062) with benefits inclusive of health insurance, vacation and sick time

Application with resume and three included references should be submitted to the following:

Pasquotank County Personnel Office

206 East Main Street

P.O. Box 529

Elizabeth City, NC 27907-0529

FMI: Email EMS Director Jerry Newell at newellj@co.pasquotank.nc.us