

EMS DIRECTOR

DEPARTMENT: Fire/EMS
LOCATION: Fire Station & EMS Stations

GRADE: E13
DATE: May 18, 2026

GENERAL PURPOSE

This position is an administrative and supervisory position responsible for the coordination and supervision of EMS within the department. The director ensures compliance with Kansas Board of EMS regulations, policies and procedures that are necessary to meet all accrediting regulations. The director actively participates in outstanding customer service and accepts responsibility in maintaining relationships that are equally respectful to all.

SUPERVISION RECEIVED

Works under the general supervision of the fire chief.

SUPERVISION EXERCISED

Assists with supervision of the recruits, EMTs, AEMTS, and paramedics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures departmental compliance and maintains a quality control program to comply with organizational, departmental specific policies/procedures, safety and health standards and state/federal regulations and accrediting agencies.
- Abides by the Health Insurance Portability and Accountability (HIPAA) privacy and security regulations regarding all aspects of Protected Health Information (PHI).
- Plans, directs and exercises complete supervision over the personnel in the department (volunteer and full time).
- May teach EMS classes and provide training to EMS personnel.
- Develops long and short term goals and objectives for the department.
- Develops and enforces policies and procedures in accordance with professional standards to ensure continuity of services and department efficiency.
- Develops and administers the department budget and submits monthly vouchers for payment.
- Prepares and maintains monthly and annual reports.
- Works closely with the medical director in the revision and/or development of new protocols.
- Attends County Commission meetings.
- Coordinates continuing education and quality assurance for EMS personnel.
- Works with deputy chiefs and lieutenants to coordinate schedules.
- Collaborates with hospital staff and other emergency agencies to provide excellent patient care.
- May be called upon to perform direct patient care.
- Has general knowledge of insurance billing rules and regulations.
- Oversees maintenance of department EMS vehicles and equipment.
- Oversees the outlying EMS stations and performs inspections of stations and equipment.
- Oversees the ordering of EMS supplies and equipment.
- Assists the public with complaints and concerns.
- Maintains files on all department activities and personnel according to Kansas Statutes.
- Assists with disaster planning, training, and drills.
- Fill in, when necessary, on EMS units.
- All other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent.
- Current Kansas Paramedic Certification required.
- Five (5) years of emergency medical services experience is required.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of current emergency medical services procedures, state and federal laws governing patient information confidentiality, and insurance billing procedures. The ability to interpret and analyze information and evaluate alternatives. The ability to develop and organize staff and work. Strong leadership and personnel management skills. Excellent communication and interpersonal skills. Knowledge of budget preparation and the ability to understand financial reports. The ability to operate emergency medical vehicles and equipment, rescue equipment, radios, and office equipment.
- Extensive and frequent problem solving exists in this position. Problems include scheduling volunteer personnel, monitoring use of medications, vehicles and equipment, budget allocation, employee discipline, federal and state mandates and handling citizen concerns and complaints.
- Extensive EMS operational knowledge including regulations and requirements of accrediting agencies, and applicable state and federal laws. (Or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.)

SPECIAL REQUIREMENTS

- Must have no felony convictions or disqualifying criminal histories within the past seven years.
- Must have no criminal convictions which would be prohibitive of working with any controlled substances contained in an ambulance.
- Valid Kansas state driver's license and a clear MVR.
- Must be able to read, write, and speak the English language.
- Must be of good moral character; of temperate and industrious habits.
- Must have telephone service for emergency contact.
- Must have access to reliable transportation and be able to work from rotating duty stations.

TOOLS AND EQUIPMENT USED

The list of tools and equipment used includes, but is not limited to, fire apparatuses / ambulances, fire pumps, hoses, nozzles, hand tools, power tools, extrication tools, ladders, ropes, thermal cameras, saws, fans, Personal Protective Equipment, SCBA, air compressor, radio, pager, personal computer, telephone, fax machine, basic office equipment, washing machine, vacuum, cardiac monitor, Lucas device, AED, traction splints, miscellaneous fire & EMS equipment. Emerging technologies require all Firefighter / EMS to be able to learn to operate new equipment as it becomes available.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the job duties, the employee is often required to stand; walk; use hands and fingers, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 200 pounds with assistance from other

employees. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in office settings is normally quiet; in the work environment it is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud to very loud.

SELECTION GUIDELINES

A City of Iola application form must be fully completed and submitted to Human Resources before consideration for this position. Applicants are required to participate in an oral interview, reference check, past employment verification, and rating of education and experience as part of the selection process. Applicants may be subject to participate in job related tests, such as written assessments, physical agility tests, psychological examination, or polygraph test. The selected applicant is required to submit to a background check, pre-employment drug screen, and pre-employment physical examination. An appointee to this position is subject to, the satisfactory, completion of probation period. Duties listed above are intended only as illustrations of the various types of work performed. Omission of specific duties does not exclude them from the position if the work is similarly related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.