**Dodge Center Ambulance Service is seeking candidates for the position of Assistant Director.**

Dodge Center Ambulance (DCA) strives to provide high quality, reliable, and sustainable ambulance service for the residents and visitors in the cities of Dodge Center, Kasson, Mantorville, and surrounding townships. DCA is a governmental third service organization and is staffed with a combination of full time, part time, and Paid on Call (Volunteer) team members. DCA is a Minnesota Office of Emergency Medical Services licensed Part Time ALS ambulance service, and MN OEMS Education program.

Service Highlights:

* Responds to approximately 1300 911 calls per year
* Engaged, independent medical direction, with progressive guidelines including all EMT variances
* Lifepak 35 Monitor / Defibrillator, Power load / Power Cot, Glide Scope Video Laryngoscope, Lucas Automated CPR, Road Rescue Ultramedic Ambulances
* Service supported continuing education including online, in house, and external opportunities

The Assistant Director is a leader for the ambulance service. The Assistant Director directly supports the front line clinicians, educators, and committee chairs and members of the Ambulance Department. The Assistant Director performs the duties of the Ambulance Director during the Director’s absence. The Assistant Director will have primary oversite for one or more major functional areas of the Ambulance service including Operations, Education, and / or Administration. The Assistant Director may have to supplement ambulance crew staffing as needed to ensure ambulance coverage is provided to the communities we serve.

Expected Education and/or Experience

* High School Diploma or Equivalent
* Current National Registry of EMTs Emergency Medical Technician Certification (Paramedic Certification preferred)
* Current MN Office Of EMS Emergency Medical Technician License (MNOEMS Paramedic License Preferred)
* DOT EMS Instructor Certification or equivalent (Preferred)
* Certified in BLS CPR (AHA or HSI Instructor Preferred)
* Valid Minnesota class D driver’s license
* Certified as an Emergency Vehicle Operator (CEVO) or equivalent
* Minimum 3 years of EMS field experience

Salary / Benefits

$71,840.77 to $80,322.86 Exempt (Salaried) Full Time position

Health Insurance (employee / employer), Dental (employee), Vision (employee), Paid Time Off Accrual, Short Term and Long Term disability insurance (employer), and PERA retirement

Applications and job description can be found at <https://www.ci.dodgecenter.mn.us/195/Employment> or by contacting the Ambulance Director at (507) 374-2600.

Please submit application, resume, and cover letter to:

City of Dodge Center

c/o John R. Fox – Ambulance Director

PO Box 430

Dodge Center, MN 55927

Position open until filled. The first review of applicants will be October 27th, 2025.