

JUAB COUNTY

JOB ANNOUNCEMENT

EMERGENCY MEDICAL SERVICES DEPARTMENT - MANAGER OF OPERATIONS

This position is open to all interested applicants.

This position will be a full time position with county benefits including health insurance coverage and state retirement benefits.

Compensation to be determined by the Juab County Commission.

Position Description:

The EMSD Manager of Operations is responsible for providing management, leadership, direction and administration of all aspects of daily operations for the Juab County EMS Department. The position works under the direction of the Juab County EMS Director. Position is subject to be "on-call" and "backup on-call" required by the Juab County EMS Department.

Principle Accountabilities/Responsibilities:

Participates in the selection, employment and management of all field employees.

Provides, coaching, evaluates performance, recommends promotions and disciplinary actions.

Ensures that all staff is fully informed and have reasonable access to all Juab County EMS Department protocols, policies and procedures, and other information pertinent to perform their assigned job duties.

Is responsible for management of daily operations, which includes ensuring appropriate resource allocations including preparing monthly schedules, scheduling standby events or busy times of the year, and long distance transfers.

Coordinate and supervise daily work activities; determine and prioritize team assignments and special projects.

Provides constant review of all operational process and provides recommended changes and solutions.

Assist in preparing and monitoring the annual operational budget.

Assists in overseeing Quality Assurance of the Juab EMS Department, along with patient reports, training meetings.

Acts as a service scheduled Narcotics officer, as well as monitor the ambulances to ensure proper supply levels.

Participates in meetings, including training, and any other meetings that will benefit the Juab EMS Department.

Provides coordination and oversight of field personnel in the performance of their prehospital care.

Consistently provides effective leadership; fully understands the Juab County EMS Departments vision and values.

Performs other duties as directed or assigned by the Juab County EMSD Director.

Qualifications / Requirements:

High School Diploma/GED

Nationally Certified AEMT or Paramedic

State of Utah Instructor Certified Preferred

Bachelor's degree in EMS or related field preferred or equal amount of experience in EMS Management Preferred.

Shall have a current valid Utah Driver's License in good standing.

Must be able to pass a criminal back ground check and a driver's license records check.

Work Experience:

5 years minimum EMS Management preferred.

TO APPLY: Submit completed and signed county employment application (available at: "juabcounty.com" under "permits and licenses", (resume optional) including: **1**) a summary of work experience, **2**) proof of graduation from high school, **3**) Utah Driver's License records report available at the Utah State Driver's License Division, **4**) proof of EMS Certification, and **5**) a signed statement identifying any relatives (and the nature of the relationship) currently employed by Juab County.

Send or deliver applications to: Juab County Emergency Medical Services Department, c/o Mika Sperry, 160 North Main Street, Nephi, UT 84648. Applications must be physically received no later than 10:00 am on February 5, 2018.