



CITY OF SAND POINT
P.O. BOX 249 Sand Point, Alaska 99661
PHONE: 907.383.2696 FAX: 907.383.2698
www.sandpointak.org

EMPLOYMENT OPPORTUNITY

POSITION: EMS DIRECTOR
STATUS: Permanent, Part-time
SALARY: \$30,000/yr.

GENERAL POSITION SUMMARY AND RESPONSIBILITIES

Recruit, trains and supervises EMS volunteers and recommends the number and kind of companies of the department. Enforces a comprehensive set of rules and regulations governing the disciplines, trainings, and operations of the EMS as directed. Coordinates regularly scheduled meetings for all volunteers in the EMS for the purpose of training with regard to safety, equipment usage, etc. See attached job description for more information.

REQUIRED KNOWLEDGE, SKILLS AND QUALIFICATIONS

High school diploma or equivalent. Good driving record. Must be at least 21 years of age. Hold State of Alaska or National EMT 1 certificate or equivalent. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

Preferred: Hold State of Alaska or National EMT II certificate or equivalent with training certificate. Prior membership/leadership in a volunteer fire and EMS department.

Application Closing Date: Open Until Filled
Start Date: August 2023
Submit application to: City of Sand Point Office

An application is available at the City Office or can be requested by e-mail to sptcity@arctic.net.

The City of Sand Point is an Equal Opportunity Employer.
The City of Sand Point is a drug free workplace.
All employees are required to take a mandatory drug test.

POSTED: 07/07/23

Job Title: EMS Director

Reports To: Mayor

Supervises: Volunteer EMS department personnel

Salary: \$30,000 per year

Updated: 11/11/2020

**Approved: _____
Mayor**

Essential Duties and Responsibilities

1. Recruits, trains and supervises EMS volunteers and recommends the number and kind of companies of the department.
2. Enforces a comprehensive set of rules and regulations governing the disciplines, training and operations of the EMS as directed.
3. Coordinates regularly scheduled meetings for all volunteers in the EMS for the purpose of training with regard to safety, fire suppression, equipment usage, etc.
4. Maintains comprehensive records on all apparatus, equipment, personnel, training, inspections, fires and other department activities.
5. Recommends apparatus and EMS equipment needed by the department.
6. Insure proper maintenance of all f EMS equipment, supplies and machinery.
7. Ensure EMS bay is clean and secure at all times.
8. Work with other emergency personnel to coordinate responses to emergencies.
9. Exercise discretion when responding to emergencies.
10. Protect the lives and property of the general public.
11. Participate in specialized programs and assignments to support department activities and community relations.
12. Establish and maintain cooperative and effective working relationships with other employees, external agencies, and the public.
13. Deal courteously with the general public and convey a positive, professional image of the department and the City of Sand Point.

14. Coordinate with Eastern Aleutian Tribes to ensure correct and prompt billing for services provided.
15. Monthly and annual EMS reporting with state entities.

Knowledge, Skills and Qualifications

1. High school diploma or equivalent.
2. Valid Alaska Drivers License and good driving record.
3. Must be at least 21 years of age.
4. Hold State of Alaska or National EMT I certificate or equivalent
5. “Oral” and written communications skills.
6. Interpersonal skills using tact, patience and courtesy.

Preferred

1. Hold State of Alaska or National EMT II certificate or equivalent with training certificate.
2. Prior membership/leadership in a volunteer fire and EMS department.