

BEAVER ISLAND EMERGENCY SERVICES AUTHORITY
POSTING FOR ASSISTANT DIRECTOR BI EMERGENCY SERVICES
BIESA is seeking an Assistant Director to begin October 1, 2020



DISTINGUISHING FEATURES OF THE POSITION:

This position plans, directs and administers the Emergency Medical Services Program, in conjunction with the executive director, for Beaver Island.

The work includes responsibilities for the selection of equipment and vehicles and for assuring that EMS personnel are properly trained in current best practices in EMS. The work shall also include ensuring that the service is adequately staffed such that the on-call calendar is filled with adequate lead time so as to accommodate coverage in event of the loss of availability of an EMT.

The Assistant Director of EMS shall also be responsible to cover at minimum 150 (24 hour) days “on-call” (3600 hours) per year. In the event that the service is not going to be covered with adequate EMT or Paramedic coverage it is the responsibility of the Assistant director to cover any gaps in coverage.

The work is done under the direct supervision of the Executive Director of EMS, by review of records, reports, board meetings, and the overall effectiveness of the Emergency Medical Services Program.

Expected Pay: \$52,200.00-\$57,200.00, dependent upon experience, knowledge, skills and abilities, plus cash in-lieu of benefits.

Preferred Qualifications:

- 3 years experience as a lead paramedic in a high call volume system preferred
- EMS Instructor Coordinator preferred

Applications Accepted via Email until Noon on September 25th, 2020

Applicants should send a letter of interest and resume by email to:

BIEMS Executive Director, Cody Randall EMT-P I/C

231.373.0406

Beaverislandems@gmail.com

Expected Timeline:

- September 10, 2020 – Board Approval of Process & Board Appoints Interview Committee
- September 10, 2019 - Posting for Position
- September 25 Noon – Deadline for Applicants
- Executive director reviews applicants and holds interviews
- September 30, 2020 – BIESA Board hears recommendation and authorizes hiring