



*City of Sedgwick*  
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**Job Title:** Director of Emergency Medical Services

**Salary Range:** \$65,000 - \$72,000 annually

**Job Description:**

We are seeking an experienced and dynamic EMS Director to lead our emergency medical services team in Sedgwick, Kansas. This service will be a newly established service with a go-live date of January 1, 2025. As the EMS Director, you will be responsible for overseeing all aspects of emergency medical service operations, including staffing, training, budgeting, and ensuring compliance with local, state, and federal regulations. You will play a key role in coordinating emergency response efforts and providing high-quality patient care to our community.

**Responsibilities:**

- Oversee day-to-day operations of the EMS department, including staffing, scheduling, and resource allocation.
- Develop and implement policies and procedures to ensure efficient and effective delivery of emergency medical services.
- Coordinate training and continuing education programs for EMS personnel to maintain licensure and enhance skills.
- Ensure compliance with all applicable regulations, standards, and protocols governing EMS operations.
- Collaborate with other healthcare providers, emergency response agencies, and community organizations to enhance emergency preparedness and response efforts.
- Monitor and analyze performance metrics to identify areas for improvement and implement corrective actions as needed.
- Manage EMS department budget, including forecasting, monitoring expenses, and seeking opportunities for cost savings.
- Serve as a liaison between the EMS department, administration, and other stakeholders to communicate departmental needs and priorities.

**Qualifications:**

- Bachelor's degree in Emergency Medical Services, Public Administration, Healthcare Administration, or related field (preferred).
- Current certification as a Paramedic.
- Previous experience in EMS leadership or management role preferred.
- Strong knowledge of EMS regulations, standards, and best practices.
- Excellent communication, interpersonal, and leadership skills.
- Ability to effectively manage resources, prioritize tasks, and make sound decisions in high-pressure situations.
- Valid driver's license and clean driving record.

**Benefits:**

- Competitive salary within the range of \$65,000 - \$72,000 annually.
- Comprehensive benefits package including 100% employer paid health insurance, KP&F retirement plan\*, and paid time off.
- Opportunities for professional development and advancement.
- Meaningful work serving and improving the health and safety of the Sedgwick community.

*\*KP&F affiliation to take place January 1, 2025.*