

# Hancock County EMS Coordinator

## Job Description

### Summary of Duties and Responsibilities

Generally responsible for the provision of EMS and ambulance service in Hancock County. The EMS Director is responsible for annual revenue and expense budgetary planning, operational fiscal management, strategic planning, cost and contract negotiation with vendors and suppliers, compliance with federal, state and local laws and regulations relating to EMS operations, protocol adherence and billing and collections practices. EMS Director is responsible for the overall direction and control of Hancock County EMS, delegation of defined or limited authority, employee evaluation and skills assessment, determination and enforcement of departmental policies and procedures and the determination of disciplinary actions. The EMS Director will represent the Hancock County EMS during a large scale event at designated command post if activated.

### Immediate Supervisor

Hancock County Health and Misc. Committee which reports to the Hancock County Board

### Title and Rank

Director (Administrator of Emergency Medical Services)

### Administrative Duties

- Develops strategic plan for progression and advancement of EMS locally and regionally
- Develops and manages the annual operational and capital budget
- Attends governmental and committee meetings regularly
- Supervises inventory control of all operational materials, equipment and supplies
- Communicates with others to maximize the effectiveness and efficiency of interdepartmental operations
- Participates in hiring, scheduling, evaluating, promoting and/or disciplining EMS personnel Additionally responsible for all Hancock County EMS personnel files
- Investigates problems concerning procedural and medical incidences
- Responds to citizens questions and comments in a courteous and timely manner
- Responsible for submitting billing to contracted billing services
- Provide regular personnel updates and reports to oversight committee
- Fulfills other administrative and leadership rolls, duties, and tasks as necessary

### Qualifications

- Bachelor's degree or equivalent number of college semester hours related to EMS, Business Management, or Organizational Management required
- Reside within Hancock County or have the ability to relocate within six months of hire
- Must possess valid State of Illinois Drivers License