



Carroll County Government
Apply on-line: carrollcountymd.gov

Dept of Human
Resources
225 North Center
Street

Employment Opportunity

Director, Fire & Emergency Medical Service (EMS)

Appointed by the Board of County Commissioners - Carroll County Residency Preferred

Exempt 40 hour position with full benefit package

*Apply By: Closes **July 12, 2021** – Applications Processed as Received*

A Carroll County Government job application is required for this position, with salary requirements

GENERAL RESPONSIBILITIES: Manages overall direction, administration and evaluation of the Department Fire & Emergency Medical Services (EMS). Plans, develops, and implements, Carroll County's EMS, Suppression and Rescue procedures, including personnel and supervision, works closely with the Department of Public Safety, Emergency Management and the Carroll County Volunteer Emergency Services Association (CCVESA). Continuing emphasis and focus will be directed to the need of delivering EMS based on the current assessment of the fourteen volunteer fire companies, shifting and adapting with suppression and/or dual trained personnel as the need arises.

ESSENTIAL TASKS include the following: other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Direct the daily operations of the department by formulating goals, policies, programs, procedures, and work schedules
3. Develop and implement a comprehensive County-wide plan for the overall operations of Emergency Medical Services to include Suppression and Rescue support
4. Develop and implement a comprehensive County-wide fire prevention program to consolidate the efforts of all volunteer and career personnel
5. Establish and maintain effective working relationships with Carroll County Volunteer Emergency Services Association (CCVESA), Emergency Services Advisory Council (ESAC) and other local, regional, Federal and State agencies engaged in fire protection and emergency medical services
6. Attend local, regional, state, and other meetings as required to communicate and coordinate with response partners
7. Ensure compliance with a standardized National Incident Management System (NIMS)
8. Coordinates with the Department of Public Safety, to establish and direct Fire and EMS communications services, data management, and purchase and assignment of communications equipment
9. Initiate, prepare and maintain all automated data collection and analysis of the Fire and Emergency Medical Incident reporting system for the County
10. Develop and implement all County-wide fire and rescue training programs including all personnel and operations at the Public Safety Training Center
11. Develop, administer and monitor the operating and capital budgets for Fire and EMS services
12. Assign duties and examine work for exactness, neatness, and conformance to laws, policies, and procedures
13. Compile reports required by management or government agencies
14. Address errors and complaints
15. Perform related duties as to specific assignments
16. Apply knowledge, of and respond to, questions regarding ordinances, regulations, policies, procedures, and practices as related to office
17. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
18. Communicate with managers, supervisors, co-workers, citizens, media and others; maintains confidentiality; and represents the Board of County Commissioners policies to the public

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Fire Science, Fire Administration, Fire Protection Engineering, Public Administration, or related field*
2. Ten years experience in fire and rescue management, operations and intergovernmental disaster management including five years supervisory experience

* A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Executive Fire Officers (NFA) or Chief Fire Officer (NCPSE) designation preferred
3. IFSAC, NFSQB or MFSPQB Certification as a Fire Officer III or IV
4. EMT-B, CRT-I or Paramedic Certification (or must obtain within 6 months of employment)
5. NIMS 100, 200, 300, 400, 700 & 800

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of principles and practices of organizational program development and administration
2. Skill and ability to develop and administer departmental goals, objectives and procedures
3. Ability to analyze and assess programs, policies and operational needs
4. Ability to communicate with diverse groups of stakeholders to secure support for departmental goals and objectives
5. Knowledge of principles and practices of Fire and EMS training and supervision
6. Knowledge of principles, practices and trends of fire prevention and investigation
7. Knowledge of national disaster management guidelines, programs and procedures
8. Knowledge of Fire and EMS organization functions, laws, rules, regulations and procedures
9. Knowledge of National, State, and local building and fire safety codes
10. Knowledge of emergency medical service delivery systems
11. Ability to plan, coordinate, and manage major Fire and EMS incidents, and major disasters from intra- and inter-jurisdictional approaches
12. Knowledge of and ability to effectively communicate and work closely with volunteer Fire and EMS organizations.

Carroll County Job Hotline at (410) 386-2020 to request an application or call (410) 386-2129 for inquiries

POSTED: 6/10/21 (21-111)

Carroll County is an equal opportunity employer

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans With Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.