

**Director, Emergency Medical Service Program (Range H76/JTC H80) - Exempt**

**GENERAL SUMMARY:**

Responsible for planning, developing and implementing training for firefighters, paramedics, and emergency medical technicians. Includes curriculum development and scheduling. Works in particularly close cooperation with area fire departments. Responsible for ensuring that all accreditation standards are met and maintained.

**PHYSICAL REQUIREMENTS:**

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Associate's degree or higher in a medical-related field. Current Texas Department of State Health Services Certification as an Advanced Program Coordinator. Hold current license as a Paramedic with the Texas Department of State Health Services and be currently certified at/or above Firefighter Advanced and Fire Service Instructor II, through the Texas Commission on Fire Protection. Hold current certifications at Instructor level for ACLS, PALS, BCLS (CPR), PEPP, PHTLS, and AMLS. Be currently registered as a Paramedic through the National Registry of Emergency Medical Technicians. Official transcripts will be required and certifications will be verified. Must be able to interact effectively with individuals from diverse backgrounds. Must be able to provide quality customer service. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

*Revised: 1/2017 - emm*