



Adams County Ambulance and Emergency Medical Services



Adams County Ambulance and Emergency Medical Services is seeking qualified candidates for the position of Director (Chief of Emergency Medical Services). This is a senior level position responsible for the day-to-day operations and administration of the Adams County EMS, working under the general supervision of the Adams County Ambulance Governing Board. This is a salaried, exempt position, requiring a substantial commitment of time and initiative.

Adams County EMS currently employs three full-time administrative employees and 45 full-time and 11 part-time operations employees. There are four stations covering 871 square miles with a county population of 67,103. The ambulance service responds to approximately 7,500 calls per year.

The EMS Chief is responsible for annual revenue and expense budgetary planning, operational fiscal management, strategic planning, cost and contract negotiations with vendors and suppliers, assisting in labor negotiations, ensuring compliance with federal, state, and local laws and regulations relating to EMS operations, protocol adherence, billing and collections practices.

Individuals with the following qualifications are encouraged to apply:

Required Qualifications*:

- Five years minimum experience in the emergency medical field
- Three to five years of progressive leadership experience
- Minimum of a Bachelor's Degree or proof of progression towards completion of a Bachelor's Degree related to EMS, Business Management, or Organizational Management, or other related fields
- Reside within Adams County or have the ability to relocate within six months of hire
- Valid State of Illinois driver's license or able to obtain prior to date of employment

Preferred Qualifications:

- EMT/Paramedic License
- Commercial Driver's License

***Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and ability required to successfully perform the job will be considered.**

Salary will be based on candidates' education, certifications and experience.

The selection process will include the rating of education and experience, oral interview, reference checks, pre-employment background check, drug screening, and medical examination.

Individuals interested in applying should submit a résumé, related certifications and/or licenses, a copy of educational degree or applicable credits, and three professional references to the Adams County Ambulance Board, 330 Vermont Street, Quincy, IL 62301 or via email to HumanResources@quincyl.gov by April 3rd, 2017. EOE