

**BOARD OF COMMISSIONERS**  
Mike Hawkins, Chair  
David Guice, Vice-Chair  
Will Cathey  
Jason Chappell  
Page Lemel



**COUNTY MANAGER**  
Jaime Laughter  
828-884-3100  
Fax 828-884-3119  
**101 South Broad Street**  
**Brevard, NC 28712**

March 6, 2019

**POSITION VACANCY**  
(Internal & External)

**CLASSIFICATION:** Emergency Medical Services Director  
**GRADE:** 23  
**SALARY:** Hiring Range: 59,557.68 – 74,447.10  
**DEPARTMENT:** EMS Division

**DUTIES AND RESPONSIBILITIES:** Performs complex advanced technical work planning, developing and implementing programs and strategies, assisting with EMS training programs, preparing, producing and disseminating EMS materials, preparing and maintaining appropriate records and files, and related work as apparent or assigned. Work is performed under the general direction of the Assistant County Manger. Divisional supervision is exercised over EMS Training Officer, EMT - Paramedic Shift Supervisor and subordinate personnel.

**SKILLS AND QUALIFICATIONS:** Bachelor's degree with coursework in business management, health care administration, or related field and considerable experience in emergency services and office administration, or equivalent combination of education and experience. Requires: comprehensive knowledge of emergency medical services administration, practices and procedures; thorough knowledge of emergency medical treatment; thorough knowledge of local, state and federal laws and regulations pertaining to emergency medical services; ability to plan effective in-service training and staff development programs; ability to express ideas effectively, orally and in writing; ability to promote public awareness of program activities; ability to establish and maintain effective working relationships with medical agencies, emergency services organizations, associates and the general public.

**DEADLINE:** April 26, 2019

**APPLY:** Submit a resume and NC State Application (PD-107) (available on our website at [www.transylvaniacounty.org](http://www.transylvaniacounty.org).) to: EMS Director; Attn: Sheila Cozart, 101 South Broad Street, Brevard, NC 28712