



JOB OPENING

Posted June 2023

Job Title: Emergency Medical Services Coordinator
Job Classification/Grade: EMS Coordinator II/III
Pay Rate: \$43,804-\$56,825+, depending on experience
Department: Emergency Services Department

Position Summary

Under the general direction of the City Administrator, the Emergency Medical Services Coordinator is responsible for the overall readiness of all EMS staff and volunteers, equipment, supplies, and materials. The EMS Coordinator shall schedule EMS personnel, maintain EMS records, coordinate Fire/EMS reports, order supplies and equipment, assist the volunteer fire chief and fire department as needed and ensure a general orderliness and cleanliness of the EMS facility and response vehicles. The EMS coordinator shall write and manage grants related to fire, EMS, and emergency management. The EMS coordinator shall (working with the city planner) prepare and maintain emergency planning, training, and exercises for the city.

Qualifications

- High school diploma or the equivalent preferred.
- Have medical billing, medical administration or related experience relevant to the position.
- Must be bondable.
- Must possess a valid Alaska Driver's License.
- Prior work experience must demonstrate reliability, honesty, and the ability to work with others.
- The duties of the EMS Coordinator II/III cover a wide spectrum of responsibilities. The work of the EMS Coordinator is often stressful and requires that independent decisions be made during tense situations.
- Certification as an ETT, EMT 1 or EMT 2 is preferred, but not required.

Applications

Complete job description, qualifications/requirements, and job application are available at Craig City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com, or drop off at City Hall. Position is open until filled.

The City of Craig is an Equal Opportunity Employer

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