

Kendall County is accepting applications for the position of Emergency Medical Services (“EMS”) Operations Manager. It is anticipated that the employment start date will be April 1, 2019. This EMS Operations Manager will manage the day to day activities of the EMS Department and assist the EMS Administrator in planning, directing, guiding and supervising the work of the EMS office and EMS medics, as well as, recommending hiring, promotions, suspensions and dismissal of EMS staff if necessary. The applicant must possess the ability to communicate with the public, Elected Officials, Department Heads, Medical Director, Medical Staff at receiving facilities and others as necessary.

The Assistant EMS Operations Manager will be directly supervised by the EMS Administrator.

Starting salary \$60,000.00 per year

**Benefits:**

- Paid vacation
- Sick leave
- Paid health, medical, dental, vision and life insurance
- Participation in the Texas Association of Counties retirement plan
  - Employee contributes 7% and the County matches 160% upon vesting

**Applicant must possess:**

- DSHS Paramedic Certification
- Current CPR Certification
- Current ACLS Certification
- Valid Driver’s License
- ICS 100, 200, 300, 400, 700 and 800 Certificates

**Applicant should be knowledgeable of:**

- Management of Emergency Medical 911 Services
- Modern office procedures and equipment
- Proficient with computers and emergency equipment functions
- Correct English usage and grammar

*A complete Job Description can be obtained by contacting the Human Resource Department.*

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**Applicants must fill out a County Job Application and submit it with a cover letter and resume no later than 5:00 P.M. February 15, 2019.**

Applications can be picked up in the Human Resource Department Suite 112, Kendall County Courthouse 201 E. San Antonio, Boerne, TX 78006 or at the EMS Office located at 1175 N. Main, Boerne, TX 78006.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.