

**EMS ADMINISTRATOR  
FIRE DEPARTMENT**

The Emergency Medical Services (EMS) Administrator is responsible for the organization and administration of the city-wide Emergency Medical Services program. This administrative position performs individually and/or as a member of a team and participates in activities in the following areas: performs a variety of staff functions in planning, organizing, coordinating, monitoring, and evaluating all technical and administrative aspects of the EMS program. Ensures the provision of quality medical services and represents the Traverse City Fire Department (TCFD) at Northwest Regional Medical Control Authority, regional, statewide, and regulatory agency/committee meetings. Coordinates assigned activities with other City of Traverse City departments and outside agencies. EMS Administrator shall support and enforce the policies, procedures, rules and regulations of the Traverse City Fire Department.

The expected hiring range is \$68,358.14 - \$75,789.89 DOE (the full salary range is \$68,358.14 – \$90,014.61). Competitive benefits package: Defined benefit pension & deferred 457 retirement program (City offers 4% guaranteed with up to 6% matching of employee's gross pay). 12 paid holidays, 3 types of paid time off banks, health insurance, health savings account, & other benefits.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

**Education, Training and Experience:**

- Associate's degree in a related field.
- Five (5) years' experience as a paramedic
- Two (2) years' experience managing/supervising an EMS program in an active Advanced Life Support EMS Service.

**Licensing and Other Requirements:**

- Be certified as an EMT-Paramedic and maintain certification as a condition of employment.
- Must possess at all times, CPR card and all Northwest Regional Medical Control required programs and certifications including PALS, ACLS and PHTLS or ITLS.
- BLS Instructor Course (CPR Instructor) within 1 year of position award.
- Achieve NFA RO150: Management of Emergency Medical Services within 1-3 years of position award depending on course availability.
- Achieve NFA WO146: Supervising Emergency Medical Services within 1-3 years of position award depending on course availability.
- Achieve NFA RO158: Emergency Medical Services – Quality Management within 1-3 years of position award depending on course
- Have a valid Michigan Driver's License.
- Must reside and maintain principal residence within 30 miles from the nearest city limit within twelve months of the date of hire.

**TO BE CONSIDERED, CANDIDATES MUST SUBMIT RESUME, COVER LETTER, AND COMPLETED APPLICATION** to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [jobs@traversecitymi.gov](mailto:jobs@traversecitymi.gov)  
Application deadline is **December 26, 2024**.

*Traverse City is an Equal Opportunity Employer*