

Village of Dwight EMS Director Job Description

Position Title: EMS Director

Department: Emergency Medical Services

Reports To: Village Administrator

FLSA Status: Exempt - Full-Time

Position Summary:

The EMS Director is responsible for overseeing the operations, administration, and strategic direction of the Village of Dwight's Emergency Medical Services (EMS). This position ensures high-quality pre-hospital emergency care, compliance with state and federal regulations, and the efficient management of EMS personnel, equipment, and resources. The EMS Director plays a key leadership role in coordinating emergency response efforts and fostering relationships with local agencies and stakeholders.

Essential Duties and Responsibilities:

- Responsible for assisting with department planning and organization, including but not limited to the development, implementation, and revision of goals and policies.
- Participates in the development and implementation of department operating procedures, rules, regulations, work methods, and programs and performs personnel inspections to ensure adherence.
- Coordinates compliance with policies and procedures set by the Illinois Department of Public Health, EMS Region 7 guidelines, Village Public Services Committee, Village, and EMS Department.
- Assists in the development of a department budget, including forecasting additional funds for staffing, equipment, capital expenditures, etc.
- Coordination of all department purchases for budgeted items, maintaining detailed budget records, and approval of department purchase orders.
- Coordinates and assigns equipment and vehicle maintenance schedules, prepares recommendations for equipment and vehicle needs, provides oversight for the re-certification and inspection of vehicles and medical equipment as needed.
- Prepares specifications, solicitations for bids, implements the approved bidding process, reviews bids in consultation with EMS staff, and oversees the purchase of equipment.
- Responsible for overseeing EMS department schedules and payroll records as well as maintaining a work schedule that allows for adequate oversight of all Dwight EMS employees.
- Reviews and evaluates the performance of subordinates, monitors department employees and personnel files to ensure compliance with all personnel policies, and communicates and assigns discipline as needed.
- Coordinates department requests for vacation time, compensatory time, sick leave, and other absences as required.
- Responsible for communicating with staff and citizens regarding personnel complaints, documentation, and conducting or coordinating necessary follow-up.

- Reviews and prepares reports regarding department operations, equipment, and manpower needs, reviews overtime allocations, authorizes special assignments, and conducts performance reviews of EMS employees.
- Responsible for conducting internal investigations, including conducting interviews of involved parties, collecting evidence, and issuing disciplinary recommendations.
- Monitors EMS activity trends that may affect the quality of service provided to citizens and initiates necessary adjustments when needed.
- Responsible for the development, supervision of, and recordkeeping for EMS department training, continuing education, and applicable accreditation program(s).
- Keeps up to date on new developments in EMS technology and procedures through consultation with EMS and attendance at training and instructional programs.
- Responsible for coordinating EMS department activities with other departments, agencies, and jurisdictions and exchanging required information.
- Promotes public outreach and serves as a department liaison with Village officials and community groups, representing the department at meetings and ceremonies.
- Other job duties as assigned.

Expectations of the Position:

- Develops and implements a **Community CPR/First Aid/AED Program** to improve public safety awareness and training.
- Researches and begins process of developing a Village of Dwight **Mobile Integrated Healthcare (Community Paramedicine Program)** to improve patient outcomes and reduce unnecessary emergency calls.
- Tracks and reports **Monthly Billing Updates**, including billing submitted versus billing received.
- Conducts **biweekly full arrest, asthma, anaphylaxis, stroke, and critical call scenario and SMO training** with all EMS personnel to enhance EMS response capabilities. All training will be documented and monthly training records and hours will be provided to the Village Board for review at the monthly board meeting.
- Monitors **Revenue Trends and Revenue/Expense Planning** to ensure financial sustainability.
- Develops a **Repeat Ambulance User Plan** to reduce frequent non-emergency calls.
- Develops and Manages a **Lift Assist Billing** program and **ALS Refusal Billing** processes to optimize reimbursement.
- Serves as the **Department Infection Control Officer**, ensuring compliance with safety and health regulations.
- Develops and implements a **Cadet/Explorer Program for EMS** to encourage youth participation in emergency services.
- Partners with **Livingston Area Career Center EMS program** to facilitate ride-alongs and recruit future EMS professionals.
- Assists the Finance Department in developing and monitoring a **Capital Equipment Plan** for essential EMS resources, including cots, ambulances, and cardiac monitors.
- Leads **Grant Research, Development, and Submission** efforts for EMS equipment and training funding opportunities.

- Works toward **American Heart Association Mission Lifeline EMS Recognition** to enhance cardiac care services. Will meet AHA Mission Lifeline Status within 2 years.
- Complete the process to become an **ACLS Instructor**. Must obtain within 12 months of hire.

Marginal Job Duties and Responsibilities:

- Monitors department billing process (through EMS MC) to ensure all current accepted billing practices are implemented.
- Promotes and maintains organizational image and team building.
- Maintains records for mutual aid agreements and relationships with surrounding organizations and institutions.
- Performs various other duties and functions as required or assigned within the area of expertise or scope of the position.

Supervision Received:

This position reports to the Village Administrator.

Supervision Exercised:

This position is the first-line supervisor of all EMS Departmental staff.

Minimum Qualifications

Education & Experience:

1. Associate's degree preferred in management, law, political science, criminology, sociology, public administration, business administration, or a closely related field; and/or
2. At least five years of progressively responsible related work experience; or
3. An equivalent combination of education and experience will be considered.
4. Must possess a valid driver's license in good standing.

Why Dwight?

Compensation: Starting salary range of \$80,000 – \$90,000, based on experience.

Benefits: IMRF pension; medical, dental, vision, and life insurance; paid vacation, personal days, sick leave, and holidays.

Residency Requirement:

There is no residency requirement for this position.

Knowledge, Skills, and Abilities:

- Strong leadership and team-building skills.
- Comprehensive knowledge of state statutes, local ordinances, investigative procedures, and department policies.
- Excellent communication, problem-solving, and supervisory techniques.
- Ability to analyze data, prepare reports, and make informed operational decisions.
- Competence in public speaking, labor law, and modern office management practices.
- Proficiency in Microsoft Office applications and internet-based research.
- Ability to handle confidential assignments, manage personnel effectively, and promote a positive work environment.
- Strong physical capability, including lifting up to 50 pounds and performing emergency care tasks.
- Understanding of EMS GEMT Billing.
- EMS Lead Instructor Certification.

How to Apply:

- Email your cover letter and resume to: clivingston@dwightillinois.com
- Drop off in person at Village Hall
- Mail to: Village Administrator, Village of Dwight 209 S. Prairie Ave., Dwight, IL. 60420
- Deadline to apply is October 9, 2025

This job description is intended to indicate the kind of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this job description that are of similar kind or level. The policy of the Village of Dwight is to recruit, hire, promote and transfer employees for all job classifications without regard to race, religion, color, national origin, gender, age, marital status, disability (except where the disability cannot reasonably be accommodated) or any other characteristic protected by law.