



# COME JOIN OUR TEAM!

## EMPLOYMENT OPPORTUNITY

### ADMINISTRATIVE DEPUTY CHIEF

This is complex supervisory work position that requires considerable discretion, independent judgment, and latitude in decision-making, initiative, and leadership for the coordination of all EMS functions including emergency, non-emergency and administrative operations. The position is a uniformed, responsible, managerial, professional, administrative, technical, and supervisory position in the delivery of the department's emergency response and management consistent with Departmental, local, State and Federal requirements. The Administrative Deputy Chief will oversee and coordinate the following areas, but not limited to quality assurance programs, training and education programs, human resources, and scheduling.

To see a complete job description please visit our careers page at:  
[www.northernberkshireems.com](http://www.northernberkshireems.com)

#### FULL TIME BENEFITS

- Medical Insurance (75% Employer Paid)
- Generous Paid Vacation & Sick Time
- Holiday Pay
- Long Distance Transfer & Meal Stipends
- Dental Insurance (50% Employer Paid)
- Supplemental Insurance (Optional) - (ALFAC)
- Life Insurance - \$25,000 (100% Employer Paid)
- Free Continuing Education Programs
- 911 calls, intercepts and interfacility
- Private, non-profit company
- Over 8,000 calls for service
- EMS coverage area spans over 200 sq miles covering 10 cities/town
- Special Operations opportunities
- State of the art equipment

#### Qualifications:

- High School diploma or GED
- 5 years progressive EMS/emergency management experience
- 3 years experience as a Paramedic
- ICS 100,200,300,400 and IS 700 and 800



# Northern Berkshire EMS

*A Division Of North Adams Ambulance Service Inc.*

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North Adams, MA 01247-1045

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www.northernberkshireems.com

10/13/2020

## Employment Opportunity

**Job Title:** Administrative Deputy Chief

**Status:** Full-Time

**Salary:** Based on qualifications, EMS experience and years of service

**Hours:** Varies based on operational need

### **Job Responsibilities Related to Administrative Deputy Chief**

This is complex supervisory work position that requires considerable discretion, independent judgment, and latitude in decision-making, initiative, and leadership for the coordination of all EMS functions including emergency, non-emergency and administrative operations. The position is a uniformed, responsible, managerial, professional, administrative, technical, and supervisory position in the delivery of the service's emergency response and management consistent with Departmental, local, State and Federal requirements.

The duties require the application of senior management, compliant, strategic, and technical, task level, patient care, prevention, response and public education/outreach services. Additionally, duties require administrative responsibilities in regards to EMS issues and operations. **Emphasis on employee relations and teamwork are required.**

- In the absence of the Chief, the Administrative Deputy Chief will be the acting Chief.
- Assists the Chief in supervising the uniformed personnel, to include assuming command functions at emergency scenes, performance evaluations of subordinate management, etc.
- Assists in maintaining a safe work environment and help ensure that safety procedures are followed during emergency incidents.
- Serves as Human Resource Liaison with Human Resource consultants/advisors.



- Oversees and coordinates the quality assurance program, training and education programs/certifications, uniforms ordering /fitting, and personal protective gear/equipment.
- Conducts recruitment and selection process for new employees and recommends to the Chief.
- Oversees and coordinates all Massachusetts compliance and licensing requirements for training and certifications.
- Oversees and coordinates the purchasing, installation, maintenance and repair of all related education and training equipment.
- Required mandatory call-ins and/or hold overs to maintain shift par levels.
- Assists in Policy Development and Standard Operating Procedures relating to administrative matters.
- Perform all other duties or tasks as assigned.

### **Minimum Qualifications**

#### **Educational Requirements**

The employee must have a minimum of High School Diploma or GED and 5 years progressive EMS/Emergency Management experience, and must have and maintain current NRP/MA EMT-Paramedic certification and have 3 years' experience as a Paramedic. An employee must also maintain the required annual continuing medical education credits as set forth by the MA OEMS.

#### **Certifications and licenses**

The employee must possess and maintain a valid driver's license, NRP/MA EMT-Paramedic certification, American Red Cross CPR for the Professional Rescuer and/or American Heart Association BCLS and ACLS certification, and other certifications as required.

The employee must also possess certification of ICS 100, 200, 300, 400 and IS 700 and 800; if candidate does not possess any of the following, they must obtain within 6 months of hire

### **To Apply:**

Please visit [www.northernberkshireems.com](http://www.northernberkshireems.com) to get your application. Application must include:

-Application, cover letter, three reference letters and CV/resume.

**Applications closes November 13, 2020**

A Non-Profit Corporation Serving:  
North Adams, Florida, Clarksburg, Monroe, Rowe, Hancock, New Ashford, Williamstown, MA  
Stamford, Readsboro, VT