



Carroll County Government
Apply on-line: carrollcountymd.gov

Dept of Human Resources
225 North Center Street
Westminster, MD 21157
410-386-2129

Employment Opportunity

Director, Fire & Emergency Medical Service (EMS) - new position

Appointed by the Board of County Commissioners - Carroll County Residency Preferred

Exempt 40 hour position with full benefit package

Apply By: Open until filled – Applications Processed as Received

A Carroll County Government job application is required for this position, with salary requirements

This position will establish a Fire & EMS department for Carroll County Maryland and manage a combination career and volunteer system.

GENERAL RESPONSIBILITIES Manages the overall direction, administration and evaluation of the Department of Fire & Emergency Medical Services (EMS). Plans, develops, implements and evaluates the County’s fire and EMS policies and procedures. Works closely with the Department of Public Safety. Coordinates operations with the Carroll County Volunteer Emergency Services Association to prevent fires and protect the lives and property of Carroll County residents.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Direct the daily operations of the department by formulating goals, policies, programs, procedures, and work schedules
3. Develop and implement a comprehensive County-wide plan for overall operations of fire and EMS resources
4. Develop and implement a comprehensive County-wide fire prevention program to consolidate efforts of volunteer and paid personnel
5. Establish and maintain effective working relationships with Carroll County Volunteer Emergency Services Association (CCVESA), Emergency Services Advisory Council (ESAC) and other local, regional, Federal and State agencies engaged in fire protection and emergency medical services
6. Ensure compliance with a standardized National Incident Management System (NIMS)
7. In coordination with the Department of Public Safety, establish and direct fire and EMS communications services, data management, and coordinate purchase and assignment of communications equipment
8. Initiate, prepare and maintain all automated data collection and analysis of the Fire and Emergency Medical Incident reporting system for the County
9. Develop and implement all County-wide fire and rescue training programs; coordinate training with CCVESA
10. Develop, administer and monitor the operating and capital budgets for fire and EMS services
11. Assign duties and examine work for exactness, neatness, and conformance to laws, policies, and procedures
12. Compile reports required by management or government agencies
13. Apply knowledge, of and respond to, questions regarding ordinances, regulations, policies, procedures, and practices as related to office

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Fire Science, Fire Administration, Fire Protection Engineering, Public Administration, or a related field*
 2. Ten years experience in fire and rescue management, operations and intergovernmental disaster management including five years supervisory experience
- * A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver’s license
2. Executive Fire Officers (NFA) or Chief Fire Officer (NCPSE) designation preferred
3. IFSAC, NFSQB or MFSPQB Certification as a Fire Officer III or IV
4. EMT-B, CRT-I or Paramedic Certification (or must obtain within 6 months of employment)
5. NIMS 100, 200, 300, 400, 700 & 800

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**POSTED: 10/15/19
(20-0047)**

Carroll County is an equal opportunity employer

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans With Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.