



**CITY OF SAND POINT**  
P.O. BOX 249 Sand Point, Alaska 99661  
PHONE: 907.383.2696 FAX: 907.383.2698  
[www.sandpointak.org](http://www.sandpointak.org)

# **EMPLOYMENT OPPORTUNITY**

**POSITION:** EMS Director  
**STATUS:** Permanent  
**SALARY:** \$30,000/Annually

## **GENERAL POSITION SUMMARY AND RESPONSIBILITIES**

- Recruits, trains, and supervises EMS volunteers and recommends the department's number and kind of companies.
- Enforces a comprehensive set of rules and regulations governing the disciplines, training, and operations of the EMS as directed.
- Coordinates regularly scheduled meetings for all volunteers in the EMS for the purpose of training with regard to safety, fire suppression, equipment usage, etc.
- Maintains comprehensive records on all apparatus, equipment, personnel, training, inspections, fires, and other department activities.
- Recommends apparatus and EMS equipment needed by the department.
- Ensure proper maintenance of all EMS equipment, supplies, and machinery.
- Ensure the EMS bay is clean and secure at all times.
- Work with other emergency personnel to coordinate responses to emergencies.
- Exercise discretion when responding to emergencies.
- Protect the lives and property of the general public.
- Participate in specialized programs and assignments to support department activities and community relations.
- Establish and maintain cooperative and effective working relationships with other employees, external agencies, and the public.
- Deal courteously with the general public and convey a positive, professional image of the department and the City of Sand Point.
- Coordinate with Eastern Aleutian Tribes to ensure correct and prompt billing for services provided.
- Monthly and annual EMS reporting with state entities.

## **REQUIRED KNOWLEDGE, SKILLS AND QUALIFICATIONS**

- High School diploma or equivalent.
- Valid Alaska Driver's License and good driving record.
- Must be at least 21 years of age.
- "Oral" and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Preferred: Hold State of Alaska or National EMT II certificate or equivalent with training. Prior membership/leadership in a volunteer fire and EMS department.

**Application Closing Date:**                    **Open Until Filled**  
**Submit application to:**                    **City of Sand Point Office**

**An application is available at the City Office or can be requested by e-mail to [cityclerk@sandpointak.org](mailto:cityclerk@sandpointak.org).**

The City of Sand Point is an Equal Opportunity Employer. Drug testing is required for employment.