

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DPS0473793
POSITION NO: 241985
CLASS CODE: 2280

Date Posted: 07/05/11
Closing Date: 07/18/11

POSITION TITLE: EMT SUPERVISOR
DEPARTMENT NAME: EMERGENCY MEDICAL SERVICE
DEPARTMENT NO: 47 WORKSITE LOCATION: Torreón, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A
Days: Mon - Fri Permanent:
Hours: 8:00am - 5:00pm Temporary: Duration: _____ \$ \$38,084.80 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Must be available on a 24 hours 7 days/week basis. Will be subject to callback or standby duty. Will provide direct management/supervision over a staff of eleven (11) or twelve (12). Will be responsible for the care and maintenance of ambulance units. Must be able to plan, coordinate, direct, organize and control the activities of a Emergency Medical Service "Service Base" to which assigned. Must be able to travel or take assignments on moments notice. Must be able to teach or talk to citizens, schools, or individuals about the services of Emergency Medical Service.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School diploma or GED; and

Experience:

Four (4) years of responsible experience in Emergency Medical Technician Basic, Intermediate or Paramedic, one (1) year of which must have been in managing and/or training Emergency Medical Technicians, Paramedics or related programs. **(to receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Must be familiar with Hospital or Clinic systems; filing, typing, recordkeeping, some computer knowledge and standard office practice.

License/Certification Requirements:

Must possess a current Emergency Medical Technician-Basic, Emergency Medical Technician-Intermediate or Paramedic license; a valid state drivers license and a current Cardiopulmonary Resuscitation (CPR) Health Care Provider Certificate. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Incumbents with an EMT-Basic License must obtain Emergency Medical Technician-Intermediate License within one (1) year of appointment. Additional licenses or certificates may be required.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99