

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DPS0472466
POSITION NO: 947936
CLASS CODE: 2280

Date Posted: 10/11/10
Closing Date: 10/22/10

POSITION TITLE: EMT SUPERVISOR
DEPARTMENT NAME: Emergency Medical Services
DEPARTMENT NO: 47 WORKSITE LOCATION: Winslow, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N64A
Days: Mon - Fri Permanent:
Hours: 8:00am - 5:00pm Temporary: Duration: SALARY:
Part-Time: No. of Hrs/Wk: 40 \$ 36,753.60 Per Annum
\$ 17.67 Per Hour

DUTIES AND RESPONSIBILITIES:

Must be available on a 24 hour/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 unit. 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 experience as an 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 driver's license and a Navajo Nation Vehicle Operator's Permit; a current Cardiopulmonary Resuscitation (CPR) Health Care Provider Certificate. Incumbents with an EMT-Basic License must obtain an Emergency Medical Technician intermediate License within one (1) year of appointment. Additional licenses or certificates may be required.