Kossuth County EMS Administrator

Position: EMS Administrator
Reports To: Kossuth County Board of Supervisors and Kossuth County EMS Advisory Council
Employment Type: Full-Time, Exempt

Position Summary

Kossuth County is seeking an EMS Administrator to lead and oversee the county's Emergency Medical Services system. This position is responsible for strategic planning, budget management, personnel leadership, regulatory compliance, quality improvement, and coordination with local agencies to ensure the delivery of safe, efficient, and high-quality EMS throughout Kossuth County. Kossuth County EMS is an Essential Service with a voter approved levy.

Essential Responsibilities

- Direct and manage all county EMS operations.
- Provide executive leadership and management of Kossuth County EMS operations.
- Supervise personnel and support recruitment, retention, and professional development
- Lead recruitment, retention, and workforce development initiatives
- Prepare and administer the department's annual operating and capital budgets.
- Develop departmental policies, countywide policies, strategic plans, and annual budgets.
- Ensure compliance with applicable EMS laws, regulations, and standards.
- Oversee quality assurance, data analysis, and system performance.
- Assist and support the volunteer services within Kossuth County.
- Develop strategic plans to improve EMS services and prepare for future county needs.
- Coordinate with medical director to maintain clinical excellence and protocol compliance
- Foster positive relations with our regional partners hospitals, dispatch, fire departments, law enforcement, and emergency management
- Represents Kossuth County EMS at local, regional, state and professional meetings
- Availability for emergency callouts when needed.

Knowledge, Skills, and Abilities

- Thorough knowledge of EMS operations, clinical standards, and emergency response systems.
- Strong leadership and organizational management skills.

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- Experience with quality improvement and performance measurement.
- Excellent written and verbal communication skills.
- Strong conflict resolution and employee relations skills.
- Ability to make sound decisions under pressure

Qualifications

- High School diploma or equivalent required, two-year college degree or equivalent preferred.
- Five (5) years of EMS experience. (Leadership role preferred, but not required)
- Must live within Kossuth County
- Valid driver's license.
- Current IDPH EMS certification (Paramedic preferred) ACLS, PALS, and NIMS/ICS certifications (or ability to obtain within six months).

Working Conditions

- Primarily office-based with frequent field visits.
- Availability for emergency callouts including evenings, weekends, and holidays
- May respond to major incidents, disasters, or mass casualty events.
- Occasional lifting, standing, walking, and travel throughout the county.

Salary and Benefits

Salary: $80,000 to $100,000 based on qualifications and experience.
Benefits include:

- Health, dental, vision, life
- IPERS
- Paid vacation, sick leave, and holidays
- Company Vehicle provided and/or Mileage Reimbursement

Application

Submit a cover letter, resume, and professional references to Kossuth County Human Resources hcochran@kossuthcounty.iowa.gov Applications will be accepted until the position is filled.

Kossuth County is an Equal Opportunity Employer