Town of Scotland, CT

Administrator of Emergency Personnel

Job Description

Job Title: Administrator of Emergency Personnel

FLSA: ☒ Exempt ☐ Non-Exempt

Job Desc. Effective Date: ____________________________ Job Desc. Last Review Date ____________________________

Job Desc. Approved By: Scotland BOS Date: ____________________________

This position is: ☐ Elected ☐ Appointed ☒ Hired

POSITION SUMMARY

The administrator of emergency personnel is responsible for the supervision of EMS/fire personnel. He/she schedules workers, supervises their work, provides performance appraisals, and communicates with the Board of Selectmen about personnel matters.

JOB DUTIES

1. Post job openings, review applications, and interview candidates
2. Orient new employees
3. Assign daily duties
4. Schedule workers and manage replacements
5. Verify and transmit time sheets for workers
6. Manage personnel files
7. Ensure compliance with training requirements
8. Maintain communication with Board of Selectmen

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISION RECEIVED

1. Works under the direction of the First Selectman and the Board of Selectmen.

QUALIFICATIONS

1. Experience in the management of emergency services.
2. Certifications as firefighter and emergency medical technician.
3. Knowledge and experience with email, Microsoft Office, and computerized accounting and spreadsheet systems.

4. Knowledge and experience with emergency service communications protocols.

5. Communication skills to communicate with staff, townspeople, and outside vendors.

TOOLS AND EQUIPMENT USED

Telephone system, computer, two-way radio

PHYSICAL DEMANDS

1. Hand-eye coordination is necessary to operate computers and read books and associated material.

2. While performing the duties of this job, the employee is frequently required to talk, hear; sit, and use hands.

3. The employee is occasionally required to stand, walk, or climb stairs. The employee must occasionally lift and/or move up to 30 pounds.

4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

5. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

General office environment.

Interaction with town board and commission members, fire service officers, and fire department board of directors

HOURS

This is a four hour per week position.

COMPENSATION

1. This is an hourly paid position; hourly wage is determined by the BOS.

2. The administrator may fill in for absent emergency employees at his or her discretion, and at the hourly wage established for those employees.

3. Any travel required is compensated at the prevailing IRS rate.

4. Pay period is bi-weekly
5. There are no health or retirement benefits associated with this position.

The Town of Scotland is an equal opportunity employer.
Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.