

Now Hiring
DeKalb County EMS Director

DeKalb County Government is in search of a new EMS Director. Please read the preferred qualifications and expectations. For more information contact County Mayor Matt Adcock at 615-597-5175. All applicants must fill out an application that can be obtained by visiting the County Mayor's Office located at 1 Public Sq Room 204 Smithville, Tennessee 37166 in the DeKalb County Courthouse. Resumes and applications must be submitted simultaneously. All interested applicants must endure an extensive hiring process with the possibility of attending multiple interviews and background searches.

Preferred Qualifications

Education

A Bachelor's degree or higher from an accredited college or university in Public or Business Administration, Healthcare Management, Emergency Medical Services (EMS) Management, or a related field is preferred. Equivalent combinations of education and experience may be considered.

Licensure/Certification

Must be a currently licensed EMT-Paramedic in the State of Tennessee, preferably with a critical care accreditation, all with significant pre-hospital experience.

Professional license(s) must be free from history of revocation, denial, or suspension.

Possess a valid Tennessee Driver's License

Experience

Minimum of five (5) to seven (7) years of progressively responsible EMS pre-hospital experience, with a substantial portion at the Advanced Life Support (ALS) level.

Minimum of three (3) to five (5) years of documented supervisory and administrative/management experience in an EMS system, fire department, or related emergency services agency.

Technical Knowledge

Thorough knowledge of state and federal laws, regulations, and policies governing emergency medical services, including the Tennessee EMS Board Rules and Regulations.

Advanced Certifications

Current instructor endorsements in EMS Board-approved trauma, cardiac, and pediatric courses (e.g., ACLS, PALS, PHTLS/ITLS).

Specialized Training

Knowledge of grant preparation, specialized EMS software (e.g., Zoll, electronic patient care reporting systems), and Incident Command Systems (ICS).

Core Job Expectations & Responsibilities

The EMS Director will oversee all administrative, operational, financial, and clinical components of the EMS service.

Operational & Clinical Oversight

Direct and Manage: Plan, organize, and direct all day-to-day and long-range operations of the EMS department, including staffing, scheduling, and logistics for a multi-site or large-scale service.

Quality Assurance

Coordinate and administer a robust Continuous Quality Improvement (CQI) and Quality Assurance program to ensure high standards of patient care and compliance with medical protocols and state mandates.

Resource Management

Oversee the procurement, maintenance, and inventory of all EMS vehicles, equipment, and supplies.

Disaster Preparedness

Develop, implement, and maintain comprehensive disaster, mass casualty, and domestic preparedness plans.

Fiscal & Administrative Management

Develop, monitor, and manage the annual departmental budget, including forecasting revenues and expenditures, and analyzing financial statements.

Compliance & Reporting

Ensure the service maintains full compliance with all local, state (Tennessee EMS Board), and federal regulations and licensing requirements. Prepare clear and concise records, reports, and files for local government and the state.

Policy Development

Develop, recommend, and implement operational and administrative policies and procedures.

Staff Leadership

Recruit, train, supervise, motivate, discipline, and develop a qualified workforce of EMTs, Paramedics, and administrative staff.

Training Programs

Plan, organize, and administer all departmental training and recertification programs to ensure personnel meet competency and compliance standards.

Performance Evaluation

Conduct regular performance reviews and recommend corrective or disciplinary action when necessary for quality of care or policy issues.

Liaison

Serve as a primary liaison between the EMS department and other agencies, including fire, police, hospitals, local government officials, and the Tennessee Department of Health.

Community Engagement

Coordinate with the media and public agencies to develop and maintain public information and educational programs (e.g., injury prevention).

Professional Representation

Represent the EMS service at local, regional, and state-level committees, boards, and professional organizations.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES: The position requires a thorough knowledge of the laws, regulations, and policies of governing emergency medical services and care. Considerable knowledge of advanced emergency care practices, procedures and techniques. Ability to plan, organize and direct operations of a large multi-site emergency medical services department. Must be capable of advanced development and management of the budget, including the ability to forecast revenues and expenditures and to analyze financial statements and audits. Must have a strong ability to communicate orally and in writing and to maintain effective working relationships with employees and other agencies. A thorough knowledge and skillset related to the management of employees is required, including the ability to motivate, discipline, and develop a quality workforce. Ability to prepare clear and concise records, reports and files. Knowledge of computers and effective procedures for their use, including an ability to use Excel, Zoll, and other applicable software. Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries and complaints. Ability to work with mathematical concepts such as fractions, percentages ratios and other functions. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Application period is open December 10th, 2025 through January 2nd, 2026 or until the position is filled.

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