



POWDER RIVER COUNTY

PO Box 200
Broadus, Montana 59317

Phone: 406-436-2657
Fax: 406-436-2151

Lee Randall, Chairman
Lori Fortner, Board Member
John Olson, Board Member

EMS Director / Paramedic

Powder River County Ambulance Service Broadus, Montana

Position Title: EMS Director / Paramedic Supervisor

Location: Broadus, Montana

Position Type: Full-Time

Salary: DOE/DOQ plus benefits

Join a Rural EMS Team That Makes a Difference

Powder River County is seeking an experienced, motivated, and community-focused **EMS Director** to lead and manage its rural emergency medical services program. This position offers an opportunity to serve a close-knit community while overseeing daily EMS operations, emergency response readiness, personnel management, training, budgeting, and regulatory compliance.

The successful candidate will be a strong leader who values teamwork, professionalism, and high-quality patient care in a rural healthcare setting.

Essential Duties and Responsibilities

- Direct and oversee all operations of the county EMS department.
- Coordinate emergency medical response services and ensure adequate staffing coverage.
- Recruit, supervise, train, and evaluate EMS personnel and volunteers.
- Develop and maintain department policies, procedures, and protocols.
- Ensure compliance with Montana state licensing requirements and applicable EMS regulations.
- Prepare and administer department budgets and monitor expenditures.
- Manage equipment, vehicle maintenance schedules, and medical supply inventories.
- Coordinate continuing education and certification requirements for EMS personnel.
- Work collaboratively with local hospitals, fire departments, law enforcement agencies, dispatch services, and county officials.
- Prepare reports, maintain records, and attend county meetings as required.
- Respond to emergency calls and provide patient care as needed.



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Minimum Qualifications

- Current Montana Paramedic license (or ability to obtain Montana licensure).
- Current CPR, ACLS, PALS, and other certifications as required for paramedic practice.
- Minimum of three years of EMS experience, including supervisory or leadership experience preferred.
- Valid driver's license and acceptable driving record.
- Strong organizational, budgeting, communication, and leadership skills.
- Ability to work independently and make sound decisions in emergency situations.

Preferred Qualifications

- Experience managing a rural EMS service.
- Experience with grant administration and emergency preparedness planning.
- National Registry Paramedic certification.
- Associate's or Bachelor's degree in Emergency Medical Services, Healthcare Administration, Public Administration, or related field.

Benefits

- Competitive salary based on qualifications and experience.
- Health insurance.
- Public Employees Retirement System (PERS).
- Paid vacation, sick leave, and holidays.
- Continuing education opportunities.
- Professional development and training support.

How to Apply

Submit a county employment application, resume, and cover letter to:

Powder River County Clerk & Recorder's Office
PO Box 200
Broadus, MT 59317
Phone: (406) 436-2361

Applications will be accepted until the position is filled. Powder River County is an Equal Opportunity Employer.