The City of Mountain View Invites Applications for the Position of

**EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR**

$7,198 to $8,469 Monthly*

(Plus a comprehensive benefits package. Salary includes employee’s 8 percent PERS contribution with no Social Security deduction**)

**The Position**

The City of Mountain View is currently accepting applications for the non-sworn position of Emergency Medical Services (EMS) Coordinator for the Mountain View Fire Department.

Typical responsibilities of this key position include: developing and providing instruction for EMS continuing education courses for ALS- and BLS-level Fire personnel; delivering new paramedic orientation; supervising field mentor and accreditation programs for paramedics; revise and maintain a CQI program for the Mountain View Fire Department EMS delivery system; developing the EMS budget; tracking and ordering EMS supplies and equipment including controlled substances; collaborating with the Mountain View Fire Department medical director and EMS committee to review, develop and maintain department EMS policies and procedures. This non-sworn, single-class position reports to the EMS Battalion Chief. Candidates are encouraged to view the job description available online at: [www.mountainview.gov](http://www.mountainview.gov).

**Minimum Qualifications** - Combination of relevant experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities:

- **Education:** An associate of arts degree in health care, nursing, education or a closely related field. A bachelor’s degree in a related field is highly desired.

- **Experience:** Five (5) years of experience in emergency room and/or field prehospital emergency care with three (3) years of experience teaching the adult learner. Possession of a State Fire Marshal Instructor Certification may be substituted for up to two (2) years teaching experience. Must be proficient in the use of computers with working knowledge of Microsoft Word, PowerPoint and Excel. Experience as a Mobile Intensive Care Nurse (MICN) is highly desired.

- **Licenses:** Basic Cardiac Life Support (BCLS); Advanced Cardiac Life Support (ACLS); and Pediatric Advanced Life Support (PALS). Instructor certification for each of the previously stated certifications must be obtained within one year of appointment. In addition, Paramedics will be required to obtain Santa Clara County accreditation within six (6) months of appointment. The following certifications are highly desirable: Prehospital Trauma Life Support (PHTLS); Basic Trauma Life Support (BTLS).

**Working Conditions**

This position works a 40-hour-per-week, Monday through Friday schedule, and may also be subject to recall for disaster or major emergency incidents.

**Selection Process**

Application and resume screening will be part of the examination process. Based on the application screening, the candidate with the most relevant qualifications will be invited to an oral board interview (weighted 100 percent). Depending on the number of applications, the above process may be altered.

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a DOJ fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

Candidates with a disability which may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

**How To Apply**

Applications are available in the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, California, 94041, (650) 903-6310, or on-line at [www.calopps.org](http://www.calopps.org). Applications and resumes will be accepted on a continuous basis until the position is filled. The first round of application review is scheduled for, Friday, October 5, 2012. (Postmarks, faxes, emails and interoffice mail will not be accepted if not received by the filing deadline.)

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*Incentive pay beyond this control point range may be awarded by the City Manager for meritorious performance.

**Employees hired in this classification may have additional cost-share deductions for their PERS contribution.