

## **Director of Emergency Services**

### **Stevens County, Kansas**

Stevens County is seeking qualified applicants for the position of Director of Emergency Services, responsible for leading and managing a combined department that includes EMS, Fire, and Emergency Management operations.

The Director of Emergency Services will plan, organize, direct, and supervise all functions of a multi-discipline emergency services department. The ideal candidate will demonstrate strong leadership, communication, administrative, and public-relations skills, along with the ability to work effectively with county officials, partner agencies, and the public.

This position requires experience managing volunteer personnel, proven command capability on emergency scenes, and the ability to maintain positive working relationships with all responding agencies. Residency within Stevens County is required.

#### **Minimum Requirements**

- Current Kansas Board of EMS certification at the level of EMT or higher
- Completion of ICS 100, 200, 700 and 800
- Ability to obtain ICS 300 and 400 within six months of employment
- Ability to obtain Kansas Certified Emergency Manager (KCEM) certification within two years
- Demonstrated experience in emergency response, incident command, and volunteer leadership

This is a full-time position with salary and benefits provided through Stevens County. Applications must be submitted on or before June 8, 2026 and may be picked up at the Stevens County Clerk's Office in the Courthouse or downloaded online at <https://www.stevenscoks.org>

Completed applications and résumés should be submitted to:

Rodney Kelling Stevens County Emergency Services 109 Northwest Avenue Hugoton, Kansas 67951 or delivered in person to: 426 South Jackson.

## **Director of Emergency Services Duties**

### **The Director is responsible for:**

- Maintaining all EMS and fire vehicles, facilities and equipment
- Preparing an annual budget and present it to the County Commissioners for approval
- Monitor and approve purchases to maintain the budget
- Submit invoices to Clerks office for payment
- Recruiting and providing training for volunteers
- Maintaining all permits and licenses as needed
- Maintaining Standard Operating Procedures and update as needed
- Keep appropriate records for payroll purpose
- Keep Commissioners informed of operations and problems
- Other duties as directed by Commissioners

### **Specific EMS duties:**

- Be familiar with and enforce KBEMS regulations
- Keep trucks, equipment and records to be ready for KBEMS inspections Work with Medical Advisor to maintain a QA program
- Maintain and update medical protocols as needed
- Assure that a response schedule is current

### **Specific Fire Dept duties:**

- Assist Fire Marshal representatives with inspections as needed
- Perform childcare inspections
- Semi-annual SCBA air testing
- Schedule annual pump and equipment tests
- Maintain incident records and submit to NERIS system

### **Specific Emergency Management duties:**

- Maintain and update county emergency and mitigation plans
- Take lead in maintaining the Local Emergency Planning Committee
- Work with local, regional and state emergency management groups Maintain file of SARA Tier II reports and contacts
- Maintain mutual aid agreements with regional counties
- Take lead in training exercises
- Represent the county as needed in regional Homeland Security projects Open the EOC and direct EOC activities in a major disaster emergency Prepare disaster declaration for commissioners to sign in a disaster emergency
- Act as FEMA contact for local and county agencies in a declared disaster