



111 E State Highway 175, Ida Grove, IA 51445 / 712-364-5777

JOB TITLE: Lead Paramedic

Department: EMS
FLSA Status: Non- Exempt

LEAD PARAMEDIC

The Lead Paramedic will serve as the primary contact for Paramedics and AEMTs working for Ida County EMS. The Lead Paramedic will exercise leadership within the EMS Department.

RESPONSIBILITIES:

- Provide operational and administrative support to the Emergency Medical Services Department as directed by the EMS Director
- Coordinate the Ida County Continuous Quality Improvement program
- Manage and update the AMANDA portal for Ida County
- Maintain and facilitate employee files, qualifications, and competencies.
- Ensure EMS equipment and vehicles are operational
- Compile monthly, quarterly, and yearly statistics
- Calculate and issue quarterly ALS Upgrade invoices to relevant EMS agencies
- Other duties as assigned by the EMS Director

BASIC QUALIFICATIONS:

- 5+ years of EMS experience, including leadership experience
- Registered paramedic
- Valid driver's license

PREFERRED SKILLS AND EXPERIENCE:

- EMS supervisory experience
- History of working with both paid and volunteer staff

ADDITIONAL REQUIREMENTS:

- These requirements are in addition to those listed in the Paramedic job description

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____