

**The Municipality of Penn Hills Emergency Medical Services is seeking a full-time Deputy Director.** This position is responsible for assisting with the management of all the division's activities, which include, but are not limited to personnel management, developing and managing an annual budget, vehicle and fleet management, ambulance fee billing, supplies and equipment management, records management, personnel training, disaster/emergency management and public relations. The Deputy Director exercises considerable latitude, under the auspices of the Director of Emergency Services, in the performance of duties, subject to general supervision of the Municipal Manager and Police Chief.

The successful candidate will have a working knowledge of hospital structure, command physician requirements, patient follow-up, blood borne pathogen information exchange between hospital and EMS agencies. Knowledge of replacement and tracking of all drugs, with intense understanding and scrutiny on narcotics use, potential misuse and legal responsibilities. Assists in developing and maintaining a municipal QA to assess the correctness of patient care, compliance with protocols, EMS dispatch, and other quality improvement and medication management activities. May participate as a member of the Municipal Safety Committee in lieu of the Director and performs related duties as required.

**Applicants must possess a Bachelor's degree in Emergency Services, Public Administration or related field from an accredited college or university or 20 years of supervisory experience in the field of EMS or an EMS related hospital position. Must possess a current PA Department of Health Paramedic certification with eligibility for medical command privileges through the Municipality's ALS Medical Director and all federal and background clearances. Valid PA Driver's License required throughout employment.**

**Salary commensurate with experience** and includes PTO, medical coverage, and retirement package.

**Successful applicant must become a Penn Hills resident within 1 year from hire date.**

To apply please mail application and resume to Municipality of Penn Hills - Attn: Human Resources, 102 Duff Road, Penn Hills, PA 15235 or e-mail to [hr@pennhills.org](mailto:hr@pennhills.org) Applications are available at <https://pennhillspa.gov/employment> and must be received no later than April 30, 2025.

**Penn Hills is a residential suburban community outside of Pittsburgh and is an Equal Opportunity Employer.**