

**BEAVER ISLAND EMERGENCY SERVICES AUTHORITY**  
**POSTING FOR EXECUTIVE DIRECTOR BI EMERGENCY SERVICES**  
**BIESA is seeking an EMS Executive Director to begin February 1, 2020**



**DISTINGUISHING FEATURES OF THE POSITION:**

This position plans, directs and administers the Emergency Medical Services Program for Beaver Island.

The work includes responsibilities for the selection of equipment and vehicles and for assuring that EMS personnel are properly trained in current best practices in EMS. The work shall also include ensuring that the service is adequately staffed such that the on-call calendar is filled with adequate lead time so as to accommodate coverage in event of the loss of availability of an EMT. The state of Michigan requires by statute that an EMS service is staffed 24/7 with no break in coverage. It is the duty of the director to ensure that proper staffing is never jeopardized.

The EMS director shall also be responsible to cover at minimum 150 (24 hour) days "on-call" (3600 hours) per year. As stated previously, the director is responsible to make sure the service is adequately staffed. In the event that the service is not going to be covered with adequate EMT coverage it is the responsibility of the EMS director to cover any gaps in coverage.

The work is done under the general supervision of the Beaver Island Emergency Services Authority Board of Directors, by review of records, reports, board meetings, and the overall effectiveness of the Emergency Medical Services Program.

Expected Pay: \$57,600.00, plus benefits, dependent upon experience, knowledge, skills and abilities.

Preferred Qualifications: Required knowledge and skills are many and can be found in the adopted job description which can be found at this website location

[http://www.peainetwp.org/government\\_departments/emergency\\_services\\_authority/documents.php](http://www.peainetwp.org/government_departments/emergency_services_authority/documents.php)  
or by contacting the BIESA Chairman.

**Applications Accepted via Email Until Noon on January 10, 2020**

Applicants should send a letter of interest and resume by email to:

*BIESA Chairperson, Bill Kohls*

*231.448.2389*

[peainetownship@gmail.com](mailto:peainetownship@gmail.com)

**Expected Timeline:**

- December 19, 2019 – Board Approval of Process & Board Appoints Interview Committee
- December 20, 2019 - Posting for Position
- January 10th Noon – Deadline for Applicants
- Interview Committee reviews applicants and holds interviews
- January 30, 2020 – BIESA Board hears recommendation and authorizes hiring