

North Fork EMS District Chief

Job Description / March 2026

Reports To: North Fork Ambulance Health Service District Board of Directors

FLSA Status: Exempt — Contracted Position

Supervisory Scope: Directly supervises the Assistant District Chief and other senior leadership positions; indirectly oversees all agency personnel through the chain of command

Contract Term: 3-year contract with re-negotiation of a new contract

POSITION PURPOSE

The District Chief serves as the executive leader of North Fork EMS, responsible for the overall direction, administration, and operation of the agency. This position ensures the delivery of high-quality emergency medical services and community health initiatives while maintaining fiscal responsibility and regulatory compliance. The District Chief reports directly to the Board of Directors and is accountable for the agency's strategic, financial, clinical, and operational performance.

LEADERSHIP PHILOSOPHY

North Fork EMS was built on a philosophy of Neighbors Helping Neighbors — and that philosophy begins with how we lead. The District Chief is expected to embody and actively model the following commitments:

- **Vulnerability and Accountability:** Acknowledging mistakes openly, actively seeking input from all levels of the organization, and demonstrating the same accountability expected of all personnel
- **Direct and Kind Communication:** Championing constructive, honest communication throughout the organization; actively interrupting unproductive patterns including gossip, backbiting, and scapegoating
- **Life-Work Balance:** Modeling and supporting healthy balance across the organization, recognizing that sustainable performance depends on personnel who are rested, respected, and supported as whole people
- **Stewardship:** Serving as a steward of the agency's professional integrity, financial resources, and community trust
- **Continuous Learning:** Modeling curiosity and investment in ongoing education and skills development at every level of the organization

PRIMARY DUTIES AND RESPONSIBILITIES

Strategic Leadership

- Develop and implement short- and long-term strategic plans aligned with the agency's mission and vision
- Collaborate with the Board of Directors to establish organizational goals, objectives, and performance benchmarks
- Foster a culture of innovation, continuous improvement, and excellence in service delivery
- Ensure alignment of agency goals with the evolving needs of the communities served
- Champion expansion of Mobile Integrated Healthcare and Community Paramedicine as strategic priorities for the district

Financial Management

- Prepare and manage the annual operating and capital budgets; present financial reports and forecasts to the Board of Directors at regular intervals
- Ensure fiscal responsibility and transparency in all financial operations
- Lead identification and pursuit of grant funding opportunities for both the 911 Division and Community Health Division; oversee compliance with all grant requirements and reporting
- Manage special district financial obligations, including mill levy administration, TABOR compliance awareness, and coordination of annual audits
- Oversee medical billing program integrity and revenue cycle performance in coordination with the billing vendor
- Develop and monitor multi-year financial projections to ensure long-term agency sustainability
- Identify and secure additional funding sources to support agency operations and growth

Clinical Operations and Patient Care

- Maintain current Colorado Paramedic certification or licensure and Community Paramedicine (CP) endorsement if held
- Staff an ambulance at the Paramedic level to conduct periodic evaluations of personnel, or to fill second-out coverage needs that arise during regularly scheduled work hours — maintaining clinical currency and operational flexibility as a working member of the care team
- Provide response for Community Paramedicine visits as part of regular duties as needed, if endorsement is held
- Serve as agency HIPAA Privacy Officer
- Partner with the Medical Director to develop, review, and update clinical protocols, standing orders, and scope of practice
- Direct the agency's Continuous Quality Improvement (CQI) program, including establishing performance benchmarks, reviewing outcomes data, and directing corrective action when benchmarks are not met
- Serve as DEA registrant of record, maintaining full administrative and regulatory compliance for controlled substance ordering, storage, security, auditing, and reporting, in coordination with the Medical Director's clinical authorization authority
- Ensure compliance with all state EMS clinical requirements, certifications, and continuing education standards across both the 911 Division and Community Health Division

- Ensure compliance with CDPHE for the NF EMS Education Group
- Promote a patient-centered care philosophy that integrates clinical excellence with compassion and dignity, ensuring every patient interaction reflects both evidence-based practice and genuine human connection

Community Health Division — Strategic Oversight

- Provide strategic direction and executive oversight for the Community Health Division, including Mobile Integrated Healthcare, Community Paramedicine, Injury Prevention, CARES, and Medical Rides programs
- Ensure CHD program goals are aligned with the district’s strategic plan and community health priorities
- Develop and maintain healthcare partnerships, referral relationships, and funding pipelines that support CHD programs
- Evaluate overall CHD program effectiveness and direct strategic adjustments as needed
- Ensure compliance with CDPHE for NF EMS MIH-CP Licensure

Human Resource Management

- Serves as chief human resources officer, with final authority over all employment decisions including hiring, compensation, discipline, termination, and HR policy
- Develop strategies for recruitment, retention, and succession planning, with particular attention to the challenges of rural paramedic workforce development
- Foster a positive workplace culture that promotes employee engagement, professional development, and psychological safety
- Ensure fair and equitable personnel practices throughout the organization
- Prioritize team wellbeing as a prerequisite for excellent patient care, fostering an environment where all personnel feel supported, respected, and able to thrive

Governance and Board Relations

- Serve as the primary liaison to the Board of Directors; prepare and present regular operational, financial, clinical, and strategic reports
- Collaborate with the Board to develop and implement agency-wide policies and procedures
- Ensure compliance with all applicable federal, state, and local regulations, including Colorado special district statutes
- Develop and implement comprehensive risk management strategies
- Oversee the agency’s safety programs and initiatives

ADDITIONAL DUTIES AND RESPONSIBILITIES

Operations Oversight

- Provide executive leadership for all agency operations, including the 911 Division and Community Health Division

- Establish and monitor key performance indicators for operational efficiency and effectiveness in coordination with the Assistant District Chief
- Oversee ePCR system integrity, data quality, and use of data for CQI and regulatory reporting

Emergency Management

- Serve as Agency Representative in large-scale emergencies and disasters
- Participate in regional emergency planning efforts
- Ensure agency readiness for all-hazards response

Community and External Relations

- Serve as the primary agency representative to the public, media, and government officials
- Develop and maintain partnerships with healthcare providers, public safety agencies, and community organizations
- Represent the district at county, regional, and state levels, including participation in emergency management planning, RETAC, and Colorado EMS system coordination
- Engage in legislative advocacy for EMS issues at local, state, and national levels

Supervisory Responsibilities

- Directly supervise the Assistant District Chief and other senior leadership positions
- Indirectly oversee all agency personnel through the chain of command
- Provide mentorship and professional development opportunities for the leadership team
- Foster a culture of mutual growth and continuous learning across all levels of the organization

QUALIFICATIONS

Education

- Bachelor's degree required, preferred in Emergency Medical Services, Public Administration, Healthcare Administration, or a related field; or equivalent work experience in business, public safety or healthcare organization considered
- Master's degree preferred in Emergency Medical Services, Public Administration, Healthcare Administration, or a related field

Experience

- Minimum of 10 years experience in EMS, with 5 years minimum as a Paramedic level
- Minimum of 5 years in senior leadership role (agency director, assistant district chief, district chief, or equivalent); senior leadership experience in a comparable public safety or healthcare organization considered
- Demonstrated experience with Board of Directors governance or special district administration preferred

- Rural EMS experience preferred
- Demonstrated experience with grant identification and management preferred

Licensure and Certifications

- Current NREMT Paramedic certification required; Colorado Paramedic certification or licensure required upon hire (obtainable through CDPHE OATH portal with current NREMT certification)
- Community Paramedicine endorsement preferred
- Valid driver's license required; Colorado driver's license required within 30 days of hire (or as required by Colorado law)
- Current ACLS, PALS certifications
- ICS 100, 200, 700, 800 required; ICS 300/400 required within 12 months of hire

Knowledge, Skills, and Abilities

- Demonstrated knowledge of EMS systems, operations, and current industry trends
- Strong financial management, budgeting, and grant management skills
- Familiarity with Colorado special district governance and mill levy administration preferred
- Excellent communication, interpersonal, and public speaking skills
- Proven track record of successful leadership and change management
- Proficiency in ePCR systems and ability to interpret clinical data for quality improvement purposes

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The District Chief position involves both executive and administrative duties and hands-on patient care responsibilities. Physical demands include the ability to perform ALS-level patient care, including lifting, carrying, kneeling, pushing, pulling, and working in variable environmental conditions consistent with pre-hospital emergency response. When providing patient care, the employee may be exposed to infectious disease hazards, extreme temperatures, and high-stress emergency situations.

The administrative component requires extended computer use, frequent meetings, public presentations, and community events. Ability to work extended hours, including nights and weekends as needed. Reasonable accommodations will be made for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable Colorado law.

COMPENSATION AND CONTRACT TERMS

- Annual salary: \$99,142 – \$142,839, based on experience and qualifications, with annual cost-of-living adjustment (COLA) increases
- This is a contracted position that renews for up to three years at a time

BENEFITS

- Health Insurance: Medical, dental, and vision insurance; accidental death and dismemberment insurance; short-term and long-term disability insurance
- Retirement: Mandatory 401(a) retirement plan through the Colorado Retirement Association (CRA); voluntary 457 Deferred Compensation Plan; employer matching contributions up to the percentage specified by the Board of Directors
- Paid Time Off: Accrued PTO combining vacation, sick, and personal leave; accrual rate increases with years of service
- Colorado FAMI benefit
- Workers' Compensation insurance provided at no cost to the employee
- Wellness Reimbursement: Partial reimbursement of health club/gym membership, exercise class fees, and fitness event entry fees
- Tuition Assistance: Reimbursement available for EMS education, training, conferences, and certification expenses
- Critical Incident Stress Debriefing (CISD) support, peer support sessions, and operational debriefs available

HOW TO APPLY

Visit applicants.nfems.com for the full position announcement, application instructions, and to submit your application. Applications will be accepted until 11:59 PM on April 26, 2026.

EQUAL OPPORTUNITY EMPLOYER

North Fork Ambulance Health Service District / North Fork EMS is an Equal Opportunity Employer. We are committed to a work environment free of discrimination and unlawful harassment. We do not discriminate in employment on the basis of race (including traits historically associated with race, such as hair texture and protective hairstyles), color, religion, creed, sex, sexual orientation, gender identity, gender expression, age, national origin, ancestry, disability, pregnancy status, genetic information, military status, veteran status, marital status, family status, or any other status protected by applicable federal, state, or local law. North Fork EMS will make reasonable accommodations for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable Colorado law, unless doing so would cause an undue hardship.