

Central Valley Fire District

Job Announcement — Division Chief of EMS



Position Title: Division Chief of EMS

Rank: Division Chief

Division: Emergency Medical Services (Operations & Administration)

FLSA Status: Exempt

Date Posted: October 16, 2025

Application Deadline: November 6, 2025

Overview

Central Valley Fire District (CVFD), located in Belgrade, Montana, is seeking an experienced and forward-thinking professional to serve as **Division Chief of Emergency Medical Services (EMS)**. This position plays a vital leadership role in shaping the District's expanding EMS division, providing oversight of emergency and non-emergency medical operations, quality assurance, compliance, and system development. The Division Chief of EMS will work collaboratively with District leadership, health care partners, and community stakeholders to enhance and sustain the delivery of high-quality patient care and efficient EMS service delivery across the region.

Key Responsibilities

- Provide strategic leadership, planning, and direction for the EMS Division.
 - Develop, implement, and monitor policies, procedures, and quality assurance programs to ensure operational excellence and regulatory compliance.
 - Manage EMS personnel, training, and professional development to maintain the highest standards of patient care and operational readiness.
 - Oversee all aspects of EMS operations including emergency and non-emergency transports, clinical quality, documentation, billing, and compliance.
 - Administer division budgets, oversee procurement, and manage contracts with community partners, health care facilities, MCOs, and third-party administrators.
 - Foster collaboration with hospitals, air medical providers, and regional partners to improve coordination and patient outcomes.
 - Represent CVFD at the local and regional level, promoting innovative approaches to EMS delivery, community risk reduction, and mobile integrated healthcare.
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Minimum Qualifications

- Bachelor's degree in EMS, Fire Administration, Public Administration, Health Administration, Nursing, or a related field (Master's preferred).
 - Seven (7) years of progressively responsible EMS experience, including three (3) years in supervisory or management roles; or an equivalent combination of education and experience providing the required knowledge, skills, and abilities.
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Preferred Qualifications

- Paramedic licensure, FP-C, CCEMTP, CP-C, or equivalent advanced certifications.
 - Instructor credentials in ACLS, PALS, AHA, or NAEMT programs.
 - Experience with EMS reimbursement, GEMT/IMEP/CPE programs, and data-driven performance improvement.
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Required Certifications and Special Requirements

- Valid driver's license with a driving record that meets District standards.
 - ICS/NIMS 100/200/700/800; ability to coordinate EMS functions in unified command environments (advanced command-level certifications not required).
 - Ability to meet District medical and physical standards; participation in drug/alcohol testing as required.
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Compensation and Benefits

- Competitive compensation package
 - Salary - \$133,320 / yr
 - Additional 6% of salary to 457 plan
 - Medical, dental, and vision coverage, including family covered at 100%
 - Montana Public Employee Retirement System
 - Paid time off, holidays, and sick days
 - Advanced training & professional development opportunities
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Selection Process

Selection will include a **resume and application review panel, comprehensive written responses**, and a **formal interview process** designed to evaluate experience, leadership ability, and alignment with District values. Finalists will undergo **reference and background checks, driving history review, drug screening**, and a **post-offer physical examination** as part of the hiring process.

How to Apply

Interested candidates should submit a cover letter, resume, and completed application packet to:

Central Valley Fire District

Human Resources Department

215 Wings Way

Belgrade, MT 59714

Email: administrator@centralvalleyfire.com

Phone: **(406) 388-4480**

Final Statement

Central Valley Fire District is an equal opportunity employer. We encourage all qualified individuals to apply regardless of race, color, religion, sex, national origin, age, disability, marital status, veteran status, or any other legally protected status.

All applicants should submit a complete application packet by the deadline. Materials received beyond that date may not be considered. Reasonable accommodations will be made available to qualified applicants with disabilities through the selection process.

Successful candidates will be required to authorize background checks, driving record checks, and a post-offer medical screening consistent with District policies.

CVFD reserves the right to not fill the position if in its opinion an appropriately qualified candidate does not emerge in the selection process.