

# City of Grass Valley

EST.



1853

Is currently accepting applications for  
**Administrative EMS Coordinator**

## About the area:

The City of Grass Valley and Nevada City are settled in the foothills of California approximately 50 miles north of Sacramento. The Grass Valley Fire Department provides fire service to both Nevada City and the City of Grass Valley from three fully staffed fire stations. Each of the cities are popular day trip tourist destinations and boast beautiful historic gold rush downtowns that include shopping, dining, and special events year-round. The City of Grass Valley is a growing community and currently has multiple large residential and commercial developments in progress with additional developments planned on recently annexed lands. The area offers both the attractive well preserved historic gold rush ambience mixed with new modern development.



## Employment Opportunity **Administrative EMS Coordinator** **(Full Time)**

Annual Base Pay 82,289-100,050, \$600 mo.  
ALS, Incentive opportunities up to 11%



**Grass Valley Fire Department**  
125 EAST MAIN ST, GRASS VALLEY, CA  
95945 (530) 274-4380  
[WWW.CITYOFGRASSVALLEY.COM](http://WWW.CITYOFGRASSVALLEY.COM)

## **Application Period:**

The acceptance of applications will be open **Monday September 16th, 2024, at 08:00**, thru **Friday September 27<sup>th</sup>, 2024, at 16:00**. Applications and the job description can be downloaded from [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com)

**Applications are only available at the City of Grass Valley website: [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com)**

## **Application Filing:**

All applicants are to submit the required documents as indicated on this job announcement by one of the following:

1. **Scan and Email to: ([firehire@cityofgrassvalley.com](mailto:firehire@cityofgrassvalley.com)).**  
**-or-**
2. **Hand delivery to: City of Grass Valley, 125 E. Main St. Grass Valley CA, 95945, Attn: Fire Dept. Hiring**

All documents must be received by the final filing date listed above by 4PM. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official application. Late applications WILL NOT be accepted. Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.

## **Minimum Qualifications:**

### **Administrative EMS Coordinator**

- At least 18 years of age on the date of application
- High school diploma or equivalent.
- Valid unrestricted California Class C Driver's License.
- California Paramedic (EMT-P) License. California Paramedic (EMT-P) License is a condition of employment.
- Obtain S-SV accreditation within three (3) months of employment.
- Valid and current CPR, ACLS, and PALS, PEPP, APLS, or Handtevy Certifications. CPR, ACLS, and PALS, PEPP, APLS, or Handtevy certification are a condition of employment.
- ICS 100 and ICS 200 within six (6) months of employment. ICS-300 within one (1) year of employment. NIMS IS-700.b and IS-800.d with in six (6) months of employment.
- Ability to pass a comprehensive background investigation, pre-placement medical screening, including a drug screen.
- Review Job Description for additional information at [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com)

## **Filing Information:**

All candidates shall submit the following required documentation during the application period utilizing the approved submittal options detailed in the application filing process above. **All communication will occur through email. If the applicant requires an alternate form of communication, requests can be made for an alternate method.** Incomplete submissions will be rejected:

### **Administrative EMS Coordinator:**

- Signed, completed employment application,
- Current resume (1),
- Valid California Paramedic License,
- Valid and current CPR Certification,
- Valid and current ACLS Certification,
- Valid and current PALS, PEPP, APLS, or Handtevy Certification,
- Valid and current Driver's License,
- High School Diploma or Equivalent.

## Testing Process:

- **APPLICATION REVIEW**
- **ORAL INTERVIEW: Date to be determined.**
- **SKILLS EVALUATION: Date to be determined**

### **EMPLOYEE BENEFITS:**

City of Grass Valley Fire Department offers a wide range of competitive benefit options to meet the needs of our diverse workforce and their families. These benefits include but are not limited to:

#### **Health & Welfare Benefits:**

Medical Insurance

Vision Insurance

Supplemental Life Insurance

Dental Insurance

Basic Life Insurance

Employee Assistance Program

#### **Financial Future:**

Short-term Disability Insurance

Long-term Disability Insurance

Deferred Compensation Plan

Cal PERS Retirement

#### **Work/Life Balance:**

Vacation Accrual

Sick Leave Accrual

Employee Assistance Program

This information is intended to provide a general summary of benefits available to employees, it is subject to change and is not binding. Eligibility is determined by Grass Valley Fire Department and offerings may vary by Memoranda of Understanding (MOU) or Employment Agreement between the City of Grass Valley and the employee.

Visit [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com) for the position description and further information regarding the position, salary, and benefits.

*The City of Grass Valley is an Equal Opportunity Employer. The City is committed to providing a work environment free from discrimination, harassment, and retaliation.*