

Madison County, Virginia
Application Instructions for Emergency Medical Services Chief
April 15, 2026

EMS Chief – Madison County, Virginia

Lead. Innovate. Serve.

Madison County, Virginia is seeking an experienced and forward-thinking leader to serve as its next Emergency Medical Services (EMS) Chief. This is a unique opportunity to lead a EMS system in a growing rural community while shaping the future of prehospital care delivery.

About the Role

The EMS Chief serves as the executive leader of the County’s EMS system, responsible for strategic direction, operational performance, workforce development, and financial management. Reporting directly to the County Administrator, the Chief plays a key role in advising County leadership and ensuring the delivery of high-quality, patient-centered emergency medical care.

This position requires a leader who can balance day-to-day operations with long-term system sustainability, while fostering a strong organizational culture and building partnerships across the region.

Key Responsibilities

- Provide leadership and vision for a combination EMS system serving the community 24/7
- Oversee operations, staffing, deployment, and system performance
- Develop and manage the department budget and identify funding opportunities
- Lead recruitment, retention, and workforce development initiatives
- Ensure high-quality clinical care through collaboration with the Medical Director and a strong QI program
- Build partnerships with public safety agencies, healthcare systems, and community stakeholders
- Advise County leadership on EMS policy, planning, and system improvement

What We’re Looking For

- Proven leadership experience in EMS or public safety
- Strong background in operations, personnel management, and budgeting
- Ability to think strategically while leading day-to-day operations
- Excellent communication and relationship-building skills
- Commitment to innovation, accountability, and public service

Preferred Qualifications:

- Paramedic certification (Virginia or National Registry)
- Bachelor's degree in EMS, Public Administration, Healthcare Administration, or related field
- Experience leading or working within a combination (career/volunteer) system

Why Madison County?

Located in the foothills of the Blue Ridge Mountains, Madison County offers a high quality of life with close proximity to Charlottesville and Northern Virginia. The community values public safety, supports its EMS system, and is committed to building a sustainable future.

Compensation & Benefits

- Competitive salary based on qualifications and experience
- Virginia Retirement System (VRS) participation
- Comprehensive health benefits
- Paid leave and professional development opportunities

Apply Today

Join a County that values leadership, innovation, and service to the community.

Madison County is an Equal Opportunity Employer.

Following is supplementary information on the position and application instructions for all interested individuals:

Full-time employees are eligible for VRS Retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick paid time off. The current Madison County Personnel Policy is available on the County website. The hiring rate will depend upon the qualifications of the individual selected but is anticipated to be in the \$87,060.00 - \$131,926.00/yr. range.

Applicants are to complete a Madison County employment application form and return it to Human Resources Manager, Tillie Strothers, P.O. Box 705; Madison, VA 22727 or to tstrothers@madisonco.virginia.gov or apply online <https://www.madisonco.virginia.gov/Jobs.aspx>. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills. Applications will be reviewed on the basis of apparent qualifications.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applications must be able to pass a drug screening and criminal background investigation.



Emergency Medical Services Chief

Department:	Location:	Job Type:	FLSA Status:	Pay Grade:
Emergency Medical Services	1473 N. Main St.	Full-Time	Exempt	PS16

General Definition of Work:

The Emergency Medical Services (EMS) Chief serves as the executive leader of Madison County's EMS system, responsible for the overall administration, strategic direction, and operational performance of a combination career and volunteer agency. The Chief ensures the delivery of high-quality, patient-centered prehospital care while maintaining compliance with all applicable local, state, and federal regulations.

Work involves complex administrative, operational, and technical responsibilities, including personnel management, financial oversight, clinical quality improvement, and system planning. The EMS Chief serves as a key advisor to the County Administrator and Board of Supervisors on EMS-related matters. Work is performed under the general direction of the County Administrator. Supervision is exercised over all department personnel.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

Leadership, Strategy, and Administration

- Provides executive leadership, vision, and direction for the County's EMS system.
- Develops and implements strategic plans to ensure system sustainability, workforce development, and effective service delivery.
- Advises the County Administrator and Board of Supervisors on EMS operations, policy, and funding priorities.
- Develops, evaluates, and implements policies, procedures, and best practices.
- Represents the County EMS system at local, regional, state, and national levels.
- Maintains awareness of emerging trends, regulations, and innovations in EMS.

Operations Management

- Oversees daily EMS operations, including staffing, deployment, response performance, and service delivery.
- Monitors and analyzes system performance metrics (e.g., response times, call volume, unit utilization) and implement improvements.

- Coordinates response activities with fire, law enforcement, emergency management, and regional partners.
- Ensures operational readiness for emergencies, disasters, and special events.
- Oversees community paramedicine program.
- Oversees volunteer division.

Personnel Management & Workforce Development

- Recruits, hires, supervises, and evaluates EMS personnel.
- Administers disciplinary actions, promotions, and recommends terminations in accordance with County policy.
- Develops and implements workforce recruitment, retention, and succession planning strategies.
- Ensures personnel maintain required certifications, training, and continuing education.
- Promotes a positive organizational culture focused on professionalism, accountability, and teamwork.

Financial Management

- Develops, administers, and monitors the department budget in coordination with County administration.
- Oversees expenditures, procurement, and financial planning.
- Identifies and pursues grant funding opportunities (e.g., state, federal, and regional programs).
- Oversees EMS billing, revenue recovery, and financial performance.

Clinical Oversight & Quality Improvement

- Collaborates with the Operational Medical Director to ensure high-quality patient care.
- Oversees a comprehensive Quality Improvement/Quality Assurance (QI/QA) program.
- Ensures compliance with Virginia Office of EMS regulations and clinical protocols.
- Utilizes data and evidence-based practices to improve patient outcomes and system performance.

Community & Interagency Relations

- Serves as the primary liaison between EMS and community stakeholders.
- Maintains effective relationships with elected officials, public safety agencies, healthcare partners, and the public.
- Addresses and resolves citizen, patient, and stakeholder concerns.
- Represents the County on boards, committees, and regional EMS organizations as assigned.

Administrative Responsibilities

- Prepares and presents reports, including monthly reports to the Board of Supervisors.
- Ensures compliance with the Virginia Public Records Act and other applicable regulations.
- Conducts research, analysis, and problem-solving to support decision-making and policy development

Knowledge, Skills, and Abilities:

Comprehensive knowledge of modern procedures, practices, and methods of the pre-hospital care delivery system. Thorough knowledge of public administration and personnel management procedures, coupled with knowledge of applicable statutes and regulations governing the administration of emergency medical services. Thorough knowledge of accurately developing and submitting required reports. Ability to develop effective working relationships with subordinate personnel, public officials, and the general public. Thorough knowledge of and training in the care and use of emergency equipment and vehicles. Comprehensive knowledge of safety precautions required in performance of duties. Ability to give and receive verbal and written directions and instructions. Thorough knowledge of principles and concepts of the National Incident Management System (NIMS) and the Incident Commander System (ICS). Ability to orally communicate necessary information to co-workers, public safety personnel, medical facility workers and others.

Education and Experience:

Associates/Technical degree with extensive experience in emergency medical services including at least ten (10) years of prehospital care experience and five (5) years of considerable experience in a supervisory role required. Bachelor's degree in Emergency Management Services, Business Management, Public Administration, or closely related field desirable. A combination of education, training and experience which provides necessary skills and abilities to perform job responsibilities may be considered in lieu of these requirements.

Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force, and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle, or feel, stooping, kneeling, crouching, or crawling, and reaching with hands and arms, frequently climbing or balancing, pushing or pulling, repetitive motions, and occasionally requires standing and walking; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision, and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities; worker is frequently exposed to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposed to fumes or airborne particles, exposure to bloodborne pathogens, and may be required to wear specialized personal protective equipment; performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, temperature, noise extremes, hazardous materials, traffic hazards, bright/dim lights, explosives, disease, or pathogenic substances.

Special Requirements:

- All employees may be expected to work hours more than their normally scheduled hours in response to short-term department needs and/or County-wide emergencies.

- This is a safety sensitive position and is subject to random drug screening and criminal background checks. Positive drug test results may result in counseling and/or discipline, up to and including, termination.
- Other duties as assigned.

Requirements Upon Hire:

- Virginia Emergency Medical Technician or Nationally Registered Emergency Medical Technician.
- Emergency Vehicle Operation Course Class 1 and 2
- Hazardous Materials Awareness/Operations.
- American Heart Association Certification (not expired): Basic Life Support
- Possession of Federal Emergency Management Agency (FEMA) Incident Command System Classes 100, 200, 700, and 800
- Possession of appropriate driver's license valid in the Commonwealth of Virginia with an acceptable driving record.

Future Requirements:

- Possession of Federal Emergency (FEMA) Incident Command System (ICS) Classes 300 and 400 within 12 months of hire.
- Must be released to practice by the Operational Medical Director within 6 months of hire.

Desired Certifications:

- Chief EMS Officer (CEMSO)
- Virginia or Nationally Registered Paramedic