

## EMERGENCY MEDICAL SERVICES DIRECTOR - 6329

### **General Definition of Work:**

Performs complex professional work coordinating the emergency medical services program. Work is performed under the general supervision of a Deputy County Manager. Supervision is exercised over medical services personnel.

### **Essential Functions/Typical Tasks:**

**Planning, organizing, and directing emergency medical services; providing technical assistance; driving; preparing reports; and preparing and maintaining files and records.** *(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Plans, organizes, implements, and enforces policies and procedures.
- Directs and coordinates agency response to emergency and non-emergency calls and support operations; analyzes agency response and methods to increase efficiency and effectiveness in the delivery of services.
- Responsible for hiring, directing, training, evaluating staff and has substantial influence in employment decisions.
- Evaluates service delivery by quality improvement reviews. Monitors state regulations, federal laws and regulations, and agency policy and procedures; recommends changes and implements new policy, procedures, and guidelines.
- Oversees the development and implementation of EMS in-service training program.
- Responsible for developing, managing, and overseeing annual department budget.
- Responds to major incidents; observes department employees performance; performs related paramedic duties.
- Serves in designated or appointed incident command system position when required.
- Serves on designated or appointed committees and interacts with various public safety agencies.
- Supervises personnel through monitoring radio communications, inspections, quality improvement reviews, reports analysis, and on scene management of incidents; sets and monitors department goals and objectives.
- Conducts employee counseling and disciplinary actions.
- Attends Board of Commissioners, staff, professional, and other meetings.
- Performs related tasks and appointed responsibilities as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of emergency medical services administration, practices, and procedures; of emergency medical treatment; of laws and regulations pertaining to emergency medical services. Ability to solve problems within scope of responsibility; to plan, train, and supervise the work of others; to understand, interpret, and apply technical rules, directives, and regulations; to express ideas effectively, orally and in writing; and to establish and maintain effective working relationships with medical agencies, community organizations, associates, subordinates, and the general public.

### **Education and Experience:**

Requires graduation from an appropriately accredited college or university with an associate's degree in Public Administration, Emergency Management, Emergency Medical Care or a related field; North Carolina Emergency Medical Technician - Paramedic Credential with past field paramedic experience issued by the North Carolina Office of Emergency Medical Services; completion of EMS Management Training Institute or equivalent; National Incident Management System Incident Command System IS-400 training; completion of FEMA Professional Development Series program; and extensive experience in emergency medical services in a supervisory or management position. Initial Hazardous Materials training required at the Operations level. An equivalent combination of education, training and experience may be considered.

### **Physical Requirements:**

This is light work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, and fingering; 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; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and hazards. May be exposed to blood borne and airborne pathogens and may be required to wear specialized personal protective equipment.

### **Special Requirements:**

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of all certifications for positions as required by the State of North Carolina and the department. This position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

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