



EMS Director (1160)

FLSA Status: Exempt

Pay Grade: 27

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to manage and supervise the activities of operational and administrative staff engaged in the planning, organizing and conducting of emergency operations in the County.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale; and leads volunteers.

Directs the development, coordination and implementation of plans, procedures and systems to ensure and efficient and effective response to both natural and man-made emergencies throughout the County; ensures ambulances are operational, fully stocked and clean.

Maintains documentation regarding certifications and licensure for the department staff.

Responds to emergencies at the highest level to assist with incidents, such as mass casualty events: and supports other agencies in emergencies to treat and transport sick and injured individuals.

Assists with 911 calls in special circumstances to provide the highest care in accordance with local, state, and department protocols; and assesses patients to provide the appropriate care and treatment.

Works in conjunction with other agencies: attends meetings; builds relationships with other agencies and departments; and provides a positive image to the general public and patients.

Processes and reviews patient care reports, invoices, and payroll: and responds to complaints concerning the department.

Manages department financial resources: develops, defends, and implements departmental budget, including establishing priorities for capital and material requirements; monitors expenditures to ensure compliance with approved budget; and reviews and approves all financial documentation.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Emergency Medicine or a related field required; supplemented by seven years of progressively responsible experience in managing and administering emergency services, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain the following certifications: ACLS, BLS, EMT, and Paramedic. May be required to obtain and maintain additional endorsements, certifications or licensure as deemed necessary, such as PALS, PHTLS, and AMLS.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Response to emergency scenes may require performance of moderately physically demanding work, typically involving

some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. Response to emergency scenes may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, water hazards, disease, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019