

DIRECTOR - EMERGENCY MEDICAL SERVICES
Labor Grade: 82 Exemption Status: Full-Time / Exempt

General Statement of Duties

Performs supervisory, administrative, and technical related work in the emergency medical services functions for the county.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the activities of the emergency medical services for the county. Work involves budget preparation and administration, staffing, training, and performance review for the department. The employee has extensive public contacts, and the work requires a variety of technical and detailed knowledge, and considerable independent initiative and judgment. The employee is subject to hazards in this field including working in both inside and outside environmental conditions, hazardous fumes, dusts, odors, mists, and gases. Work may expose the employee to human blood or body fluids and thus the job is subject to the OSHA requirements on blood borne pathogens. Work is supervised by the County Manager is evaluated through conferences, results of work, reports, and public feedback.

Duties and Responsibilities

Plans, organizes and directs the activities of emergency medical services department and staff; coordinates procedures and regulations with agencies served; maintains up to date procedures manual for employees, volunteers, and agencies served.

Researches, recommends and obtains needed equipment; insures proper maintenance of equipment.

Participates as a member of a committee coordinating the planning, preparation, and implementation of emergency services for the County.

Develops and review adherence to various medical response protocols.

Develops staffing schedules;

Insures proper training of assigned staff;

Develops and recommends budget requests; handles purchasing of equipment, materials, and supplies.

Handles personnel functions for staff including training, monitoring, and evaluating work.

Provides liaison services between the department, the hospital and other public safety agencies both paid and volunteer.

Responds to complaints, questions, and information about the services provided.

Assures the maintenance and completion of records, reports, and other information required in this field.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of federal, state, and local policies, procedures, and regulations pertaining to emergency medical services including rescue operations.

Working knowledge of resources available for emergency assistance from local, state and federal agencies.

Thorough knowledge of emergency medical practices and procedures.

Ability to interpret, explain and apply a wide variety of policies, procedures, and regulations.

Ability to prepare reports and make effective public presentations.

Ability to react quickly, effectively, and professionally in emergency situations.

Ability to use sound judgment and determine best options and decisions for handling emergency matters.

Ability to establish and maintain effective working relationships with law enforcement agencies, volunteer fire services, public officials, hospitals, schools and the general public.

Physical Requirements

Must be able to perform the physical life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity to prepare and analyze data and figures, perform accounting functions, operate a computer terminal, operate a motor vehicle, do extensive reading and use measurement devices.

Desirable Education and Experience

Graduation from a four-year college with a degree in emergency medical services or related field, and emergency medical practice experience including supervisory experience; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Alexander County

Last Reviewed: May 2022