

Classification Title: Deputy EMS Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Coordinates an area of the emergency medical system. Areas of responsibility include the supervision and coordination of education activities and special programs, budget development, revenue initiatives, emergency field response, and vehicle purchase and maintenance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Manages projects and systems which may include specialized software development and implementation, coordination of vehicle purchase and maintenance and budget development.
2	V	Responds to emergencies and coordinates field responses. May provide emergency assistance to victims.
3	L	Plans, develops and delivers education and professional development programs.
4	L	Develops reports on activities which may include field operations, revenue projections and expenditures, information systems and special events.
5	L	Coordinates with outside agencies during emergency responses and non-emergency events and planned programs. Staff the Emergency Operations Center when activated.

CLASSIFICATION REQUIREMENTS:

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Education	Associate's degree in Emergency Medical Services, Business Administration or related field.
Experience	Five years of experience in Emergency Medical Services.
Equivalent Education & Experience Accepted?	Yes

Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Certification as Emergency Medical Technician-Paramedic required. Completion of the following certifications within first 12 months of employment: CPR, Advanced Cardiac Life Support, Pediatric Advanced Life Support and Basic Trauma Life Support.
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CLASSIFICATION REQUIREMENTS

Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for Countywide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Emergency care equipment, communications devices, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle

Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment: gowns and/or chemical suits, gloves (exam, safety, chemical), face shields/goggles, HEPA masks, full-face respirators, helmets, turnout gear and composite toe shoes