

ASSISTANT DIRECTOR EMERGENCY MEDICAL SERVICES

DEFINITION: Under limited supervision, oversees, leads, manages and performs various tasks associated with the day-to-day operation of Laurens County EMS services and system.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

TASKS:

Meets with staff to assess and review operations; reviews and approves staffing and related issues; counsels and assists subordinate management staff; identifies and works to improve administrative and operational operations; reviews activities and provides leadership and guidance regarding various issues occurring; responds to, reviews and approves of personnel-related actions and recommendations presented; reviews, writes and recommends changes to existing policies and procedures; reviews, assess and assists the work performed during various shifts; provides briefings and updates to supervisor and other county officials; serves as liaison between EMS, hospitals, law enforcement and others.

Travels to various locations and inspects operations and compliance to policies, procedures and standards; responds to calls and sites; determines compliance with established policies and procedures; identifies and corrects deficiencies; oversees and/or participates in the full range of human resources responsibilities; writes, receives, reviews and approves staff reports, records and related paperwork; reviews status and readiness of equipment, supplies, maintenance of equipment and facilities; provides education and information regarding system operations; reviews requests for additional staffing and equipment; provides input and recommends staffing and equipment needs for budget purposes; works a rotating schedule with rotating shifts. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable State of South Carolina statutes, rules, administrative orders, policies and procedures.

Knowledge of Laurens County policies and procedures.

Knowledge of techniques, requirements and activities associated with emergency medical response.

Knowledge of inventory maintenance and control.

Knowledge of the basic principles of management and supervision

Knowledge of basic record keeping, records and case management.

Skill in working under stressful situations, in receiving and assessing information, then making appropriate decisions for response.

Skill in establishing and maintaining good working relations with staff, other departments, law enforcement, and the general public.

Skill in applying the principles of basic management and supervision.

Skill in applying the principles and practices of record and case management.

Skill in effectively managing staff, equipment, facilities and operations associated with multiple site locations.

Skill in operating a personal computer utilizing a variety of software applications.

Skill effectively communicating in both oral and written form.

PHYSICAL REQUIREMENTS:

Work requires good physical fitness with the ability to function effectively in heavy, cumbersome protective gear, be able to lift and carry heavy, bulky items, equipment, materials, supplies and

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people weighing up to 200 in unpredictable weather conditions over varying terrain. There is also the risk of bodily harm and potential exposure to infectious diseases, toxic fumes and chemicals.

MINIMUM QUALIFICATIONS:

An equivalent of an Bachelor's Degree in Management, Administration, Fire Sciences or a closely related field and six (6) years of paramedic-related duties that includes five (5) years of progressively responsible management, supervisory and/or administrative responsibilities. Applicants must be able to effectively communicate in both oral and written form.

ADDITIONAL REQUIREMENTS:

Applicants must be certified in South Carolina as a Paramedic, have Advanced Cardiac Life Support, Pre-hospital Trauma Life Support, Pediatric Advanced Life Support, Emergency Vehicle Operations Course certifications and a valid driver's license, at the time of application. Incumbents must be able to obtain and retain all certifications and licenses required.