

ERATH COUNTY IS ACCEPTING APPLICATIONS FOR AN EMS DIRECTOR

FLSA Status: Exempt

Positions Supervised: Paramedics, EMT and EMT Intermediate

JOB SUMMARY: To direct and coordinate a comprehensive pre-hospital emergency medical services system, in conjunction with federal, state and local laws. The EMS Director must have the ability to work independently but serves under the general supervision of the Erath County Commissioner's Court. Medical practices are under the general supervision of the EMS medical director.

ESSENTIAL FUNCTIONS:

- ◆ Write, implement and/or recommend for adoption the department policies that ensure the good order and discipline of the department.
- ◆ Implement and monitor compliance with policies, rules and executive orders of the Commissioner's Court.
- ◆ Recommend fees and charges of provided services and supplies, for adoption by the Commissioner's Court.
- ◆ Monitor billing and collection procedure so as to maximize departmental revenue that is consistent with the rules and regulations of Medicare and Medicaid systems and other federal and state laws, rules and regulations so as to minimize the taxpayer's burden.
- ◆ Hire, promote, demote, discipline and dismiss department personnel pursuant to dept, county, state and federal laws, rules and regulations.
- ◆ Maintain adequate numbers of qualified full time and part time personnel to staff the department.
- ◆ Schedule duty hours, vacations, sick leave, holidays and responsible for approving employee's electronic timesheets.
- ◆ Responsible for the inventory, maintenance and repair of all departmental equipment and buildings.
- ◆ Responsible for establishing inventory levels of the departments expendable supplies so as to assure availability and cost containment.
- ◆ Recommend and manage the department's annual budget.
- ◆ Provide monthly and annual reports to the Commissioner's Court relating to the dept activities, expenses and revenue.
- ◆ Report to Commissioner's Court on new or revised federal and state laws, rules and regulations affecting the EMS department.
- ◆ Responsible for following the County purchasing policy for dept expenditures.
- ◆ Responsible for bid specifications and recommends purchase of department equipment pursuant to state and county laws, rules and regulations.
- ◆ Respond to and investigate complaints voiced by the public pertaining to the department.
- ◆ Monitor and report any noncompliance with the established field performance guidelines by EMS personnel and report any deviations of the established medical protocol and standing delegation orders.
- ◆ Maintain the status of the EMS departments training guidelines that meets or exceeds those established by the Tx Dept of Health for EMS personnel.
- ◆ Monitor and report all patient care incidents, patient complaints and/or allegations of substandard care and deviations from established protocols and patient care standards.
- ◆ Work with other county departments, as well as local, regional and state authorities and personnel to maintain continuity and maximize the department's effectiveness.

Director must be able to cope with situations that are emotional and stressful. Must be able to respond to calls for aid and information at all hours and must also work unscheduled times without prior notice. Other responsibilities include duties as assigned within the scope of responsibility and requirements of the job.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- ◆ Licensed/State Certified Paramedic.
- ◆ Minimum 21 years of age.
- ◆ High School graduate or equivalent.
- ◆ Possess a valid Texas Driver's License with excellent driving record.

EMS Director, continued.

- ◆ Qualified to drive emergency medical vehicles in a safe manner.
- ◆ Three to Five years of emergency medical service experience.
- ◆ Must reside in Erath County, within 90 days of employment.

SKILLS, KNOWLEDGE AND ABILITIES:

- ◆ Requires self-motivation and exercise of independent, mature judgment in the supervising of medical personnel.
- ◆ Knowledge of medical terminology, spelling and grammar.
- ◆ Demonstrate leadership skills and display working knowledge of ordinances, laws, procedures, department and County policies.
- ◆ Ability to efficiently operate medical and office equipment.
- ◆ Ability to research, coordinate and communicate both orally and written.
- ◆ Must be dependable, detail oriented and confidential with cases.
- ◆ Must be friendly, courteous and helpful to the public.
- ◆ Ability to associate with all County departments in a professional manner.

WORKING CONDITIONS: Work is performed both indoors and outdoors. May be subject to risk due to work performed outdoors for extended periods with full exposure to the environmental elements and weather conditions. Director may be exposed to moving mechanical parts and is occasionally exposed to fumes or airborne particles. There is potential exposure to communicable diseases, blood-borne and airborne pathogens, as well as, toxic or caustic chemicals. There is a risk of electrical shock and risk of exposure to radiation. Noise level may be very loud at times. May also be subject to irate citizens. This position requires travel to designated medical service area, assigned schools and other job related duties. This position has intermittent exposure to the computer monitor.

PHYSICAL REQUIREMENTS: This position requires ability to perform all tasks required in the performance of typical emergency care including, but not limited to bending, stooping, pushing, pulling, lifting at established weight requirements, climbing and working at heights.

Salary scale for the EMS Director ranges from \$46,832.89 to \$69,137.48; however, the salary for FY18 cannot exceed budgeted amount of \$62,391.37. Beginning salary is based on job experience. Benefits include health and dental insurance for the employee after a 90 day waiting period. Careflite insurance is provided for the employee and household family members at no cost. Erath County and employees contribute to the Texas County & District Retirement System. The County also contributes to TCDRS for a supplemental death benefit for the employee.

Vacation and sick hours are accrued each pay period and there are 13 paid holidays.

Applicant may be subject to background check and psychological exam. A physical and drug screen are required.

The Erath County General applications are available online at www.co.erath.tx.us.

Applications will be accepted until position filled.