

EMERGENCY MEDICAL SERVICES DIRECTOR

CODES/PAY RANGE

Class Code: 3932 EEO Code: A FLSA: E Pay Range: D

MAJOR FUNCTION

Highly responsible administrative, professional work planning, coordinating, and promoting a countywide emergency medical service system.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Develops, negotiates and administers contracts with providers of emergency medical services. Administers the distribution of funds to EMS providers, including EMS trust fund grants. Reviews, evaluates and processes applications for COPCN's for transportation and non-transportation EMS services consistent with State law and County ordinances.

Prepares, administers and monitors compliance of numerous contracts, including Medical Director and countywide Ambulance Services. Provides technical assistance to all participating public and private agencies, which provide emergency medical services. Serves as liaison between the county and various county, municipal, and private EMS providers.

Supervises the staff services provided to the medical directors, various advisory groups.

Administers the collection, entry and dissemination of EMS management information reports.

Reviews, analyzes and recommends applications for certificates of public convenience and necessity for emergency medical services.

Coordinates and plans for Volusia County Health and Medical Disaster response (ESF 8). Participates in State and County EMS/Disaster Planning.

Manages EMS Awards Grant funding and reporting.

Manages the Emergency Medical Services Office to ensure program operations and administration of EMS quality assurance, medical direction, health education and coordination of health and medical functions during disaster.

Prepares budget.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the practice, and techniques of emergency medical services administration. Considerable knowledge of budgeting procedures and ability to apply this knowledge to administering and coordinating administrative and operational budgets. Considerable knowledge of the principles of management and their application to emergency medical services, and other emergency and public safety services. Thorough knowledge of principles of contract administration.

Ability to exercise considerable judgment in applying and interpreting departmental policies and procedures. Ability to establish and maintain effective working relationships with governmental agencies, public officials, private officials, and the general public. Ability to write clearly and concisely. Ability to speak and communicate effectively to individuals and groups.

MINIMUM QUALIFICATIONS

Graduation from an accredited four (4) year college or university with major course work in business administration, health services administration, fire administration, or a related field, and four (4) years of work experience in emergency services operations, which has included responsibility for program administration.

An equivalent combination of training and experience can be substituted for the minimum qualifications.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical and professional journals, manuals, abstracts, legal documents and financial reports. Ability to perform general mathematical functions. Ability to speak publicly and persuasively. Ability to write legal documents, abstracts, manuals and reports.

Physical Requirements: Sedentary work.

Environmental Requirements: Inside work.