

# EUREKA COUNTY

## POSITION DESCRIPTION

### EMERGENCY MEDICAL SERVICES DIRECTOR

**DEFINITION:** Under administrative directive of the Eureka County Board of Commissioners, performs a variety of administrative and professional work in supervising and evaluating staff, as well as, planning, organizing, and directing operational and administrative functions associated with the department of the Eureka County Ambulance located in Eureka and Crescent Valley.

**DISTINGUISHING CHARACTERISTICS:** This single position class is responsible for the coordination of activities and requirements of the County Emergency Medical Service. The employee in this position is an “at will” employee appointed by the Eureka County Board of Commissioners and serves at the pleasure of the Board. This position is classified safety-sensitive.

**ESSENTIAL JOB FUNCTIONS:** The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below

1. Plans, organizes and provides leadership in the general operation of the County Emergency Medical Service (EMS) for the improvement of quality; identifies problems and develops plan for effective action; facilitates positive communication among EMS services.
2. Responsible for supervision and evaluation of county employees and emergency medical responders who report to the Department. Enforces policies and procedures at the department level; draft changes in policy and procedure; proposes changes to policies and procedures to the Board of County Commissioners. Maintains records and submits detailed reports to various County departments. Schedules volunteers for call coverage. Coordinates recruitment efforts for ambulance volunteers.
3. Attends to the public relations of the County Emergency Medical Service; performs EMS public education activities in conjunction with volunteers.
4. Receives, reviews, prepares and/or submits various documents including EMS run reports, medical records, training material, training records, quality assurance reports, training schedules, budget documents, inventory reports, orientation materials, memos, correspondence, etc. Reviews and assists in the billing and collection of the County Emergency Medical Services accounts receivable;
5. Acts as liaison to medical facilities and other health related agencies as it relates to County Emergency Medical Service. Ensures cooperative working relations between emergency medical responders and other response agencies.
6. Plans, coordinates, monitors and evaluates and/or delivers a comprehensive training program related to initial and continuing education as well as other service requirements; determines training needs for the County in conjunction with Department Heads and volunteers; coordinates and conducts as necessary training sessions and ensures training providers have proper knowledge, skills and competence; maintains detailed EMT training records.
7. Manages all administrative functions for the County Emergency Medical Service including inventory and physical assets, purchasing, and budget development, tracking and control. Ensures accurate accounting of expenditures and approves accounts payable claims and payroll timecards. Coordinates the research and evaluation of future equipment additions and replacements. Recommends capital equipment purchases.

8. Responsible for maintaining the organization's compliance with all State and Federal laws and regulations; specifically, Nevada EMS statutes and regulations, United States Drug Enforcement Administration (DEA) regulations for purchasing, handling, storage and administration of controlled substances, United States Department of Transportation (DOT) regulations for motor carriers and Center's for Medicare, to name a few. Responsible to assuring compliance with the Health Insurance Portability and Accountability Act (HIPPA) and patient privacy practices.
9. Responds to emergency calls as needed, providing basic and intermediate life support treatment to patients within scope of training, as well as transportation to appropriate medical facility. Operates an ambulance and a wide range of lifesaving/life supporting equipment, tools, safety gear, siren, medical instruments and supplies.
10. Attends medical training sessions as required by the State and County, maintains required skill levels in medical care procedures.
11. Performs and coordinates general maintenance work in the up-keep of all County ambulances, apparatus, tools, equipment, and accurately maintains records of such activities.
12. Responsible for ensuring organization participation in the Local Emergency Planning Committee (LEPC) and County Safety Committee.
13. Responsible for recommending rates for services provided by the County Emergency Medical Services to the Board of County Commissioners.
14. Maintains constant communication with the Board of Commissioners concerning changes in all County Emergency Medical Services issues. Recommends for adoption by the Board such measures needed to improve the Emergency Medical System.

## **QUALIFICATIONS:**

### **Knowledge, Skills, and Abilities**

*Knowledge of* Pre-hospital care system and emergency health practices and procedures, state and local laws, and regulations governing emergency medical services and the safety of emergency medical providers; Emergency medical service practices, and methods of delivery; basic and intermediate life support (including advanced cardiac life support, pediatric life support, etc.); Principles and methods of personnel leadership, employee and performance management, conflict resolution, coaching, and team-building; Effective safety standards, practices and techniques related to EMS operations; Procedures for equipment; pharmaceutical support certification and recertification requirements and possesses for operational emergency medical services instructors and providers; Thorough knowledge of recruitment and retention for volunteer emergency services personnel; Principles and methods of adult education training program development and administration; Principles and practices of training needs and analysis; Knowledge of basic principles of budgeting and record management.

*Ability to* Interpret and apply complex rules, regulations, and laws; analyze data, develop strategies, and recommend solutions; Analyze program needs and develop and recommend policies and procedures to achieve effective long-range program operations; prepare, coordinate, and present instructional materials; Establish evaluation criteria; Provide non-supervisory direction of others; Communicate effectively in both oral and written forms; Organize and prioritize tasks and projects; Operate personal computer and appropriate software packages; Prepare correspondence and administrative report; Keep records; Develop and recommend medical direction to others; Prepare reports for management; Develop and recommend medical procedures and treatment protocols; Coordinate medical follow-up as needed with infectious disease exposures; Coordinate services; Establish and maintain working relationships with departmental staff, County officials, representatives of medical service providers, other government organizations, and the general public; Exercise tact diplomacy in representing the department; Foster cooperation among a variety of agencies and organizations.

**Special Requirements:** Possession of a valid Nevada State driver's license and a current State of Nevada Advanced Emergency Medical Technician (EMT)-A Certification or National Registry EMT Certification and a CPR Instructor certificate are required. The employee must also obtain a certificate as an Emergency Medical Technician (EMT) instructor and be a certified course coordinator within one (1) year of employment. Within two (2) years of employment the employee must obtain a Nevada State Commercial Driver's License. Possess a high degree of knowledge of modern safety practices; knowledge of welfare program operations, state laws, and federal laws regulating welfare program operations. Must be bondable. Must possess valid driver's license to be maintained and current throughout duration of employment.

**Experience and Training:** The knowledge and ability listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:

Must be at least 18 years of age. High school diploma or GED, at least two (2) or more years of college level education, including course work in the principles of health care. At least three (3) or more years of Emergency Medical Technician service or similar experience.

**PHYSICAL AND MENTAL REQUIREMENTS:** The physical requirements described herein are representative of those that must be met by employees to successfully perform the essential functions of this position. The employee must be able to work in confined spaces and to work varied shifts, hours, and locations, including weekends and holidays. While performing the duties of this position, the employee is frequently required to walk or jog on uneven surfaces, bend, stoop, climb, crawl, squat, and stand for long periods of time. Frequent lifting and/or moving of objects up to 50 pounds and occasional moving of objects up to 120 pounds. The ability to interact professionally, communicate effectively, and exchange information accurately with County staff and members of the public both in person, over the radio, and over the telephone. Ability to appropriately handle stressful situations and interact courteously with others, including supervisors, coworkers, and members of the public. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work in medical emergency situations, including vehicle accidents and other types of medical and rescue emergencies. Exposure to hazards, including, but not limited to, toxic agents, smoke, body fluids, dust, fumes, heat, cold, noise, and odor. Works both inside and outside; outside work occurs on a frequent basis and requires exposure to dust, fumes, high noise, and extreme weather conditions.

**APPROVAL AND ACKNOWLEDGMENT OF RECEIPT**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\*Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

**ADOPTED: May 7, 2018**

**REVISED:**