



Job Title: Emergency Medical Services Director	Salary: \$57,549- \$86,324 (Dependent Upon Experience)
Department: Emergency Medical Services	FLSA Status: Non-Exempt
Effective Date: July 22, 2024	
Revision Date: July 22, 2024	

**Summary Statement of Overall Purpose/Goal of Position:**

Under the general supervision of the County Administrator, plans, directs, manages, and oversees the activities and operations of the Emergency Medical Services (EMS) Department, emergency medical response, disaster preparedness, and related programs, services, and operations; coordinates assigned activities with other departments and outside agencies, and provides highly responsible administrative support to the County Administrator.

**Overall Responsibility:**

**Administration:** Directs and coordinates day-to-day EMS activities; conducts planning and scheduling meetings with shift and on-call/volunteer/part-time personnel; establishes priorities and makes operational decisions according to standard operating procedures; establish and enforce department policies and procedures; assures adequate staffing for all shifts and emergency response/ambulance vehicles; monitors staff performance and assesses timeliness and quality of service.

Prepares annual budget; forecasts personnel, operations and equipment costs, determines project priorities and needs; issues requests for purchases when appropriate; develops ambulance preventative maintenance program, maintains records of vehicle maintenance, fuel purchases and supplies on hand.

Coordinates with County management in the development of operating policy and procedures; develops relationships with state and federal agencies in pursuit of special funding; prepares funding requests to the State's Emergency Medical Services; prepares grant requests and justification for needs.

May coordinate with or contact Medical Director or physician to discuss and evaluate departmental operations and assess overall department effectiveness and procedures; represents the EMS department at various community events and functions; educates the public regarding EMS services and programs; promotes community emergency health services and general wellbeing.

Monitors educational, licensing and certification requirements; administers training curriculum for agency personnel; coordinates attendance of agency personnel at state training seminars, conferences, workshops, schools, etc.; assures proper certification of all EMS personnel; schedules emergency medical training and educational courses for all volunteer staff to keep them current on emergency medical techniques; conducts monthly in-service training; assures staff participation in physical examinations, vaccinations, stress management and related programs to maintain health and wellbeing of staff.

Maintains adequate inventory of emergency medical supplies as required for State certification; conducts periodic inspection of ambulances and inventory.

Performs field evaluations by accompanying personnel on emergency runs and ambulance calls; monitors the delivery of emergency medical care in the field and during transport in accordance with established regulations, protocol, and guidelines; assures proper administration of medications and performance of treatments according to physician instructions and orders.

Coordinates with law enforcement agencies to assist with mental health transports; contacts and coordinates with various institutions, hospitals and related organizations as needed to perform special transport services.

Prepares various reports showing service and response records; distributes copies to appropriate local and state agencies.

Coordinates efforts with area EMS systems including Grand and Dolores Counties, Utah Navajo Health Services and the State of Utah, Department of Public Safety, Bureau of EMS.

**EMT Emergency Response:** Provides on-scene emergency assistance acting in various capacities and under established credentials, including Advanced Cardiac Life Support (ACLS), Pediatric Pre-Hospital (PEP), Pediatric Advanced Life Support (PALS), Emergency Medical Technician (EMT, Advanced or Paramedic), Advanced Response Vehicle Certified and PHTLS.

Performs EMT-Advanced or paramedic level emergency medical procedures such as blood drawing, external jugular access, subcutaneous injections, intravenous injections, adult intraosseous procedures nebulized inhalations, intradermal biological testing, immunological vaccination administrations; administers various advanced levels of medications, i.e., epinephrine, morphine, fentanyl, versed, valium, glucagon's, diphenhydramine, etc.; monitors potassium IV drips.

Performs emergency response; applies bandages and dressing on soft tissue injuries as needed to stop bleeding; applies pneumatic anti-shock pants on patients as per protocol to maintain profusion of patient's vital signs; lifts and carries patients from scene to ambulance according to established procedures; performs various basic lifesaving procedures such as pulse oximetry,

blood glucometry, oxygen administration, ventilator applications, splinting, oropharyngeal and nasopharyngeal airway placement, supraglottic airways, king airway placement semi-automatic/manual defibrillation, oral glucose administration, and approved chemical/medication administrations, etc.; assists with emergency childbirth.

Performs related duties as required.

**Education:**

- At a minimum, must have a high school diploma or equivalent; must be 18 years of age or older/ must possess a current Utah certifications as a AEMT or Paramedic, and working knowledge of an EMS system; additional certifications in related EMS field is a plus.
- Preference will be given to individuals with a Bachelor of Science or Bachelor of Arts Degree with a Paramedic certification.

**Experience:**

- Six years Emergency Medical Service experience with progressively increasing responsibilities including at least 2 years supervisory experience; may substitute up to two years of additional education for two years of experience, except supervisory experience.

**Certificates and Licenses:**

- Valid Utah Drivers License; Utah Advanced Emergency Medical Technician or Paramedic certification

**Knowledge of:**

- **Considerable knowledge of** principles and practices of management/administration, including personnel management, budgeting, finance, grantsmanship, and program/services evaluation; Utah laws, regulations, and guidelines governing all aspects of EMS operations; principles of supervision; training and staff utilization practices; legal and political issues affecting EMS operations and management; various revenue sources available to local governments including state and federal sources; emergency medical techniques, procedures, and practices; uses and effects of a variety of medications and drugs utilized on accident victims; of interpersonal communication skills; state code, regulations, and laws affecting emergency response services.
- **Considerable skill** in the application of emergency response medical care and treatment; art of diplomacy and cooperative problem solving; management, leadership and organizational behavior; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and County residents. Skill in the operation of PC Computer.
- **Ability to** understand and interpret complex laws, rules, regulations, policies, and guidelines; direct the work of others; plan, organize, and direct, through subordinate staff, the efficient, effective delivery of EMS programs, services and functions; develop operating policies and procedures; analyzing and resolving problems arising regarding programs, and services; implement cooperative problem-solving processes; operate

personal computer and various software applications for word processing and spread sheet information; access e-mail and effectively function in a computerized communications environment; communicate effectively, verbally, and in writing; effectively deal with traumatic and demanding situations; develop effective working relationships with supervisors, medical professionals, employees and the public.

### **Special Qualifications:**

Must be able to respond to emergencies 24/7. Must pass post-employment offer physical, drug test and background examination. Must be willing to participate in random drug screening. Must be or become certified in Advanced Cardiac Life Support (ACLS), Pediatric Pre-Hospital (PEP), Pediatric Advanced Life Support (PALS & PHTLS), as an Advanced Emergency Medical Technician (Advanced or Paramedic), be or become Advanced Response Vehicle Certified. Must be or become EMT Course Coordinator/Trainer Coordinator/Officer certified.

### **Physical Effort/Environment:**

#### **Analytical Ability:**

- Organize, delegate and establish meaningful goals; establish and maintain effective working relationships with employees, elected officials, department heads and the public; make decisions during emergency situations.
- When talking one must convey detailed or important instructions or ideas accurately, loudly, or quickly.
- Able to hear average or normal conversations and receive ordinary information.
- Average, ordinary visual acuity necessary.
- Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems.
- Able to deal with very difficult concepts and complex variables.
- Ability to read technical journals and financial reports.
- Work is normally performed in an office environment with outdoor/on-site work as needed when responding to major incidents/emergencies. When responding to major incidents/emergencies there may be full exposure to the elements. During the course of some major incidents/emergencies the incumbent may perform sustained physical activity, walk and run on inclines, be exposed to blood, communicable diseases, extreme noise, grease/oil, a variety of smells, electrical hazards, wet damp conditions, vehicular traffic.
- Must be physically able to lift up to a minimum of 75 pounds, bend, stoop, twist, turn, and climb in to and out of emergency vehicles at various accident or emergency environments

### **SAN JUAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of San Juan County Government to provide and promote equal opportunity employment, compensation and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age or disability. The County provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.