

EMS DIVISION DIRECTOR

Job Code	Pay Grade
10940	SM3a

Nature of Work

This is highly responsible professional, technical, administrative, supervisory work directing the planning, budgeting, coordinating, managing contracts, and promoting the countywide Emergency Medical Services (EMS) System. Work includes the responsibility for monitoring compliance and managing contracts with providers of Advanced Life Support (ALS) First Responder Services, Ambulance Services, Medical Direction Services, Continuing Medical Education, as well as other related contracts and agreements. This position is responsible for monitoring compliance to provisions of all contracts including response time, performance measures, production capacities, adherence to policies/procedures, inventory control, maintenance and utilization. Work is performed in accordance with established policies and procedures and involves considerable independent judgment, initiative, and tact in working with system providers, other government agencies, the media, and the public. The position reports to the Bureau Director, Safety & Emergency Services

Minimum Qualification Requirements

- 8 years of professional and administrative experience in emergency medical services that includes 1 year program management and supervisory responsibility; or
- Associate's degree and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference given to candidates already possessing current Paramedic or EMT certifications.
- Employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Directs the planning and coordination of emergency medical services activities within the county.
- Directs the development and negotiation of contracts with providers of emergency medical services; develops performance and quality standards for same.
- Provides technical assistance to providers of emergency medical services.
- Directs and supervises the monitoring of performance and compliance of all emergency and non-emergency service providers and contractors and reviews related invoices and reports.
- Serves as the code enforcement officer in regulating emergency medical services and wheelchair transport services according to local ordinance and regulations.
- Coordinates disaster related emergency medical service activities with other governmental agencies.
- Reviews and analyzes applications for certificates of public convenience and necessity.
- Oversees the EMS grant program, medical supply inventories and equipment within the EMS system.
- Directs the inspection of all ALS and BILS first responder, ambulance and wheelchair transport vehicles.
- Responds to emergency incidents, multiple casualty incidents and disaster scenes to provide on scene assistance, supervision and patient care, as necessary, following all applicable procedures and protocols.
- Directs and supervises the management and operation of related information systems.
- Performs related work as required.

Knowledge, Skills, and Abilities

- Knowledge of the practice, and techniques of emergency medical services administration and emergency medical care.

EMS DIVISION DIRECTOR (continued)

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Knowledge, Skills, and Abilities (continued)

- Knowledge of public administration management practices and procedures, and the principles of contract administration.
- Knowledge of county budgeting procedures and ability to apply this knowledge to administer and coordinate administrative and operational budgets.
- Knowledge of emergency medical services facilities and activities within Pinellas County.
- Ability to coordinate the various activities of the countywide emergency medical services system including the management of multiple projects and deadlines.
- Ability to apply computer applications and software.
- Ability to present programs and ideas clearly and concisely, in writing and orally, to small and large groups.
- Ability to establish and maintain effective working relationships with governmental agencies, public officials, private officials, and the general public.
- Ability to exercise sound independent judgment and tact in working with people and applying and interpreting departmental policies and procedures.

For official use only

Revised	EEOC Code	Overtime Code
10/15	Officials & Manager	Exempt