

COUNTY OF SOLANO

EMERGENCY MEDICAL SERVICES ADMINISTRATOR

DEFINITION

Plans, organizes and evaluates the Countywide Emergency Medical Services system; oversees and administers the exclusive contract for Countywide emergency paramedic ambulance services; serves as a member of the department's management team.

CLASS CHARACTERISTICS

This single position is characterized by the responsibility to coordinate and implement the Countywide Emergency Medical Services system, including integration of public and private emergency health care services. The incumbent provides staff support to the County Health Officer, who is responsible for approval of medical protocols and clinical aspects of service delivery.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Health Officer/Emergency Medical Services Medical Director.

Exercises supervision over technical and clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, administers and coordinates Emergency Medical Services system; develops and recommends program objectives, policies and procedures for public and private agency emergency service providers; analyzes systems performance and quality improvement data; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; implements of change;

Directs the development of new programs, services and operational processes; creates experimental/pilot programs; provides for quality assurance and safety of the Emergency Medical Services system.

Develops Countywide EMS plan; develops agenda items for the Board of Directors.

Implements, monitors and evaluates regulatory responsibilities of the local Emergency Medical Services system as provided for in statute; develops and reviews policies, procedures, regulations and ordinances to meet assigned statutory responsibilities.

Supervises and trains EMS division staff, establishes standards for training, certifying and authorizing emergency pre-hospital care personnel. Investigates and resolves complaints and unusual occurrences.

Negotiates, administers and monitors contracts and agreements with public and private health care providers participating in the emergency medical services system.

Develops and implements, in conjunction with the County Health Officer, the medical components of disaster preparedness; develops long-range planning for current and future operations; acts as support staff to the County Health Officer in the event of a local or general disaster.

Coordinates and implements public information programs on emergency medical services; collects, analyses and evaluates data to insure adequate Emergency Medical Services System performance; coordinates the operational components of the County emergency medical services system.

Prepares a variety of reports and documents; prepares annual reports; submits data and reports to State agency and presents reports to various government leaders and agencies.

Analyzes and reports on proposed legislation impacting on County Emergency Medical Services System.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of managing EMS systems.

Current clinical methodologies in EMS.

Emergency medical services operations and organizations; basic and advanced life support equipment, supplies, and practices.

Training methods and procedures.

Pre-hospital medical care.

Office procedures.

Public administration including budgeting, program planning/evaluation and supervision.

Grant applications and funding practices.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Plan, organize and administer emergency medical service programs.

Understand, interpret and explain laws.

Regulations and policies governing emergency medical program operations.

Develop and implement operational procedures and protocols; understand program objectives in relation to departmental goals and procedures.

Identify and analyze administrative problems and implement operational changes.

Make decisions and independent judgments.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy.

Establish and maintain cooperative working relationships.

Determine the appropriate course of action in emergency or stressful situations.

Collect and analyze data to establish/identify needs and evaluate program effectiveness.

Prepare budgets, funding proposals and narrative and statistical reports; understand and analyze expenditure reports.

Comply with laws, regulations and professional practices governing emergency medical service and operations.

Supervise the work of others engaged in clerical activity; secure cooperation and teamwork among professional and/or support staff; interview people to evaluate performance and services rendered; promote and implement a variety of emergency medical programs.

Maintain accurate records and document actions taken.

Organize and prioritize work assignments.

Research regulations, procedures and/or technical medical reference materials.

Learn and make referrals to local and regional providers of medical and/or other specialized services.

Interpret administrative direction and incorporate it into operational policy and procedure.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Four (4) years of emergency medical service planning and training experience which included some experience as an emergency medical service provider.

Education/Training:

A Bachelor's degree is required from an accredited college or university, preferably in Public Health, Public Administration or a closely related field.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents may be required to work outside normal business hours.

Positions allocated to this class may require skill in teaching emergency medical personnel.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.



Director of Human Resources

Established Date: March 1990

Revised Date: February 2003

BOS Date: June 30, 2003

\\CAOF01\HRDATA\Classification\Class Specs\ParaProf specs\EMS Administrator.doc