

AUSTIN COUNTY

JOB DESCRIPTION

Position Title: EMS Assistant Chief

Department: Emergency Medical Services (EMS)

Reports To: EMS Chief

Salary Range: Commensurate with experience

Position Summary:

Responsible for assisting in managing, planning, implementation and evaluation of day-to-day operations, budgetary process, clinical quality assurance / improvement programs, activities of assigned divisions, sections, programs, resources and personnel.

Essential Job Functions (listing most important first):

1. Assists in development and implementing executive level policy and procedures, analyzing business needs, and developing short / long-range strategies, goals, and action plans.
2. Conducts negotiated decision-making blending specific expertise into overall organizational objectives.
3. Provides a professional example inclusive of diverse opinions and points of view.
4. Assist in the development and management of assigned budget which includes recommending and approving major purchases and expenditures.
5. Conducts short and long-range planning to implement best practices.
6. Develops work group metrics, evaluates and monitors performance to them.
7. Identifies opportunities for continuous process improvement within the department.
8. Identifies and matches requirements and resources.
9. Establishes and executes objectives and implementation plans.
10. Establishes processes, procedures, and controls.
11. Complies with applicable local, state, and federal laws / regulations, safety, and environmental requirements.
12. Provides personnel development and mentorship.
13. Represents EMS interests before governmental and regulatory agencies, boards, councils, commissions, consultants, community groups, stakeholders, and private vendors.
14. Assists in development and maintains policies and procedures related to inventory controls, storage, dispensing, and reporting of all controlled substances and hazardous waste.

15. Ensures all clinical care delivered is within published guidelines, and remains within industry standards of care.
16. Ensures all Clinical Care Guidelines are evidence based and appropriate to available personnel and training.
17. Ensures all Clinical Care Guidelines reflect the philosophy of Austin County EMS (ACEMS), the ACEMS Medical Director/s and allows practitioners to deliver the most efficient and effective pre-hospital care at the highest level possible.
18. Assume/staff the role of the EMS Supervisor as needed.

Additional Job Duties:

Responsible for the full range of administrative, operational, and clinical activities related to ACEMS.

Assists in all personnel matters including selection, training, evaluation, counseling, and disciplinary action up to and including separation of service.

Any other duty as assigned by the supervisor within the scope of the department.

Education and/or experience:

Preferred Bachelor or higher degree from accredited university (Emergency Medical Services or related field preferred)

Minimum 7-10 years progressive experience in an EMS system

Minimum of 3 years progressive leadership in an EMS system leadership level

Preferred Municipal or County government experience

Have been employed by an EMS department/agency within last 6 months

Live within a close proximity/adequate response time to Austin County

Certificates, licenses, registrations:

Minimum 7 years holding an active Emergency Medical Technician-Paramedic certification or licensure.

Texas Class "C" Driver's License.

ACLS, PALS, BTLS/PHTLS within 12 months.

EMS Instructor within 12 months

Physical Demands (overall strength)

Daily use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, reaching with hands and arms, standing, walking, sitting, listening, and lifting of objects up to 35 pounds. Frequent stooping, kneeling, crouching, crawling and talking. Occasional climbing or balancing and lifting up to and over 100 pounds, close vision, distance vision, ability to distinguish color, peripheral vision, depth perception and ability to focus and adjust focus quickly. Lifting and moving of patients from a variety of positions and locations, some of which may be combative.

Preferred Skills:

1. Must possess required knowledge, skills, abilities, experience, and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
2. Knowledge of financial and accounting systems used in the emergency medical services industry.
3. Knowledge of fiscal planning and budget preparation.
4. Knowledge of supervisory and managerial techniques and principles.
5. Knowledge of best practice and industry standards.
6. Knowledge of applicable local, state and federal regulations.
7. Knowledge of how to locate, mine and extrapolate pertinent information from variety of resources.
8. Knowledge of and to apply data to administrative, budgetary, operational and clinical scenarios.
9. Skill in teamwork and relationship building.
10. Skill in business and financial management.
11. Skill in strategic planning and coordination.
12. Skill in management and leadership.
13. Skill in oral and written communications.
14. Skill in handling multiple tasks and prioritizing.
15. Skill in using computers and related software applications.
16. Skill in data analysis and problem solving.
17. Ability to provide professional development and mentoring to assigned personnel.
18. Ability to analyze and resolve irregular events.
19. Ability to work with frequent interruptions and changes in priorities.
20. Ability to establish and maintain effective communication and working relationships with county employees and the public.

Physical Requirements:

See Physical Demands, must pass pre-employment medical per County Policy

FLSA : Exempt Full-Time

Working Conditions:

Employee might face a variety of hazards on a daily basis including but not limited to the following:

Environmental: Employee will be responding to calls for assistance, both night and day, in a variety of weather conditions including heat, cold, high winds, thunderstorms, storms with high potential for hail and tornadoes, snow, ice, mud, potential flooding and drought.

Medical: Employee may risk exposure to a variety of medical conditions that are transmittable by several routes including, but not limited to direct contact, droplet, and airborne means.

Psychological: Employee may be exposed to a variety of situations which could lead to both long-term and short-term emotional, psychological and/or physical stress and impairment.

Physical: Due to the uncontrolled environment the employee may be subjected to, the potential risk of significant personal injury, either accidental or intentional while performing normal job duties.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Employee Signature

Date

Elected Official/Department Head Signature

Date

08/23/2022