



# Austin County Emergency Medical Service

1 East Main Bellville, Texas 77418  
(979) 865 – 5911

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## EMS ASSISTANT CHIEF – JOB SUMMARY

Austin County is seeking an Emergency Medical Services (EMS) Assistant Chief to assist in planning, organizing, directing the day-to-day operations, and business matters of the County's Emergency Medical Services Department. The position's role is to ensure that services provided are state-of-the-art, and in compliance with all applicable local, state, and federal laws / regulations. The ideal candidate will be strategic, have the ability to work and plan beyond the immediate pressures, remain focused on long term goals, have a strong commitment to effectiveness and efficiency of Austin County programs, processes, and services.

In addition to the day-to-day operations of ACEMS's vision, the successful candidate will be expected to initiate, lead process improvement by supporting and implementing technology, innovation, and quality assurance programs. Developing a strong community relationships and partnerships with municipal fire departments, law enforcement, and health care organizations are also key responsibilities of this position. This position requires the candidate to attend a variety of local, regional and state planning, advisory, compliance and oversight committee meetings dealing with public health and safety issues (some of which require overnight travel). This position reports to the Austin County EMS Chief.

The incumbent oversees and is responsible for all administrative, operational, and clinical functions including selection and supervision of personnel, shift assignments, budgeting, financial management, billing, procurement and equipment maintenance. Additional activities include assisting in the development and implementation of operational policies and procedures; see attached job description for more complete list of requirements, functions, and duties.

### *Description of the successful candidate:*

- an experienced strategic thinker who can facilitate the development and implementation of a clear vision for the department;
- an empowering leader equally dedicated to building a cohesive team as well as the development of individual employees in key skill and leadership areas;
- has a thorough understanding, working knowledge and appreciation for cutting edge technology in the provision of medical services;
- has a track record of successful and effective levels of retention and recruitment in prior positions;
- expects and personally delivers a high level of accountability for excellence;
- is an energetic professional who will ensure that the department continues to provide and further enhances outstanding customer service;
- is experienced in organizational evaluation including assessment of current equipment and planning for future needs;
- understands and meets the challenges of ensuring a rapid response in a large and rural geographical area;
- a skilled financial manager who can explore revenue options such as grants, creatively manage limited resources, and advocate for the Emergency Medical Services Department within the County budgeting system;
- a team-oriented manager who can build successful and effective working relationships with other staff and senior managers to problem solve collaboratively;
- an innovative and creative problem solver with a track record of navigating challenges proactively; and,
- a skilled collaborator who understands the needs of non-profit providers and volunteers, and can easily build partnerships.