

ASSISTANT CHIEF, EMERGENCY MEDICAL SERVICES

DESCRIPTION OF WORK

Work in this class involves line and staff responsibilities assisting in directing and administering activities to develop emergency medical services programs for providers and citizens throughout the State.

Employee serves as chief when necessary and is responsible for the overall development and coordination of a statewide EMS program. Work involves developing objectives and budgeting system for the system, formulating new programs, and implementing and revising the State's Emergency Medical Services Plan. Work is performed independently under the general direction of the Chief, Emergency Medical Services, and is evaluated on the basis of program success and public reaction to the program.

EXAMPLES OF DUTIES PERFORMED

Coordinates, directs, and evaluates activities of staff specialists; reviews and evaluates personnel needs and makes appropriate recommendations to Chief.

Develops and maintains procedures and policies necessary to insure the proper and efficient program functions.

Plans and develops short and long range program planning, including evaluation of various program components for effectiveness; prepares agency objectives and goals; reviews, revises, and implements programs or components.

Coordinates administrative functions for EMS program, such as budgeting, personnel, grant and contract administration, interagency communications.

Provides information on EMS programs, orally and in writing, to state, regional, and local officials, EMS providers, professional groups, legislators, and other specialty groups.

Performs other duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of the principles and practices of public and business administration; thorough knowledge and understanding of emergency medical services programs.

Considerable knowledge of: economic, social, and health needs in various areas of the State; federal assistance programs.

Abilities to: plan, coordinate, and when necessary, direct a statewide development program; analyze situations accurately and to adopt an effective course of action; coordinate the work of a professional and technical staff of various disciplines directly involved in emergency medical services; express ideas clearly and concisely, orally and in writing, and to speak effectively before a variety of groups; establish and maintain effective working relationships with interested organizations, agencies, and individuals.

Minimum Education and Experience

Master's degree and three years of experience in administration or community organization, public administration, or health care field preferably with two of the three year being in a supervisory capacity; or graduation from a four-year college or university and four years of experience in administration or community organization, public administration, or the health care field preferably with two of the four years being in a supervisor capacity; or an equivalent combination of education and experience.

(Former responsibility should include planning, budgeting, personnel management, grants administration, program evaluation, and public relations.)