

EMERGENCY MEDICAL SERVICES FIELD OPERATIONS MANAGER

DESCRIPTION OF WORK

Work in this class involves directing the activities of all field operations of Emergency Medical services throughout the State.

Employee is responsible for the development and maintenance of regional EMS council and for the programs and activities associated with these councils. Work includes the supervision of all EMS field personnel, overall responsibility for licensure and certification of all vehicles and attendants that provide services, and serving as primary resource person on field services for EMS. Work is performed under the general direction the Assistant Chief, Emergency Medical Services, and is evaluated on the basis of program success and public reaction to the program.

EXAMPLES OF DUTIES PERFORMED

Coordinates EMS Councils in all phases of program through the 17 regions of the State; identifies areas for assistance and input for regional personnel.

Develops policies and procedures relating to field operations; evaluates program for new or revised components.

Establishes, maintains, and evaluates work priorities, goals, and objectives of programs as they relate to field operations.

Promotes the Emergency Medical Services program through presentations to various groups.

Coordinates the implementation of field programs through staff specialists in EMS; namely, education, facilities, engineering, transportation, and information.

Coordinates field operations aspect of EMS as they relate to, other agencies of State Government in planning and carrying out solutions to disaster and catastrophic situations involving mass casualties.

Performs related 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 EMS programs and organizations.

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

Abilities to: plan and direct a statewide program through the work of lower level field supervisors; analyze situations accurately and to adopt an effective course of action; express ideas clearly and concisely, orally and in writing, and to speak effectively before a variety of groups; to establish and maintain working relationships with organizations, agencies, and individuals.

Minimum Education and Experience

Bachelor's degree in nursing business administration, public administration, health care treatment, industrial management or technology, or any related field from an appropriately accredited institution and four years of experience in education or health related field, or administrative management preferably in emergency medical services; or high school or General Educational Development diploma and eight years experience in education or administrative management or health related field, three of which must be in direct provision of emergency medical services; or an equivalent combination of education and experience.