

EMS COMMUNICATIONS DIRECTOR

This is managerial work in directing a program to develop and implement emergency medical communications systems throughout the State.

The employee in this class is responsible for developing, maintaining, and implementing a plan to promote emergency medical communications systems with local governmental units in the state. Included in the program are the administration of grants for system design and installation and providing technical services in preparing specifications, reviewing bids, and inspecting installations. Responsibilities include expansion and maintenance of a repeater systems network. Work is performed under the administrative direction of the Deputy Chief of the Office of Emergency Medical Services.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Responsible for development, maintenance, and revisions to the State's five-year EMS communications plan. Prepares one-year work plans according to the five-year framework.

Organizing and Directing - Develops one-year work plans with subordinate EMS Communications Consultants. Assigns work on a project basis. Reassign work as priorities change.

Budgeting - Annually prepares a budget for the unit's operation and presents to the Chief and Deputy Chief of the Office of Emergency Medical Services.

Training - Provides on-the-job training to subordinates. Selects seminars and assigns employees to attend based on their developmental needs.

Setting Work Standards - Applies contract administration guidelines to funding projects. Develops, implements, and applies rules and regulations governing quality and quantity of work.

Reviewing Work - Reviews individual projects and reviews overall progress of unit in meeting one year and five years work plans.

Counseling and Disciplining - Responsible for resolving informal grievances and formal grievances if possible. Complex grievances are referred to a higher level within the organization for resolution.

Performing Other Personnel Functions - Interviews applicants, makes recommendation for new hires. Performs performance appraisals, recommends staff salary adjustments.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Must keep abreast of technological changes in the electronics communications industry. As with other areas of electronics, technological changes are occurring quite rapidly.

Variety of Work Supervised - Providing technical assistance and contract administration services for emergency medical systems.

Number of Employees Responsible For - Less than five.

III. EXTENT OF SUPERVISION RECEIVED: Employee receives no technical supervision. Review is primarily concerned with the unit's progress in meeting one and five year work plans.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: None

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of electronic principles and practices. Working knowledge of the fundamentals of physics as applied to electronics. Considerable knowledge of mathematical principles as applied to electronic circuit analysis. Ability to perform maintenance on radio communications equipment. Ability to prepare system specifications for radio communications systems. Ability to determine communication needs and to specify equipment to meet those needs. Ability to maintain accurate records. Ability to communicate effectively with both technical and non-technical personnel in negotiative situations. Ability to prepare long and short range work plans. Ability to prepare and maintain a budget. Ability to train and supervise other workers.

Minimum Education and Experience - Graduation from a four-year college or university with coursework in electronics and four years of experience in electronics communications, preferably with some experience in emergency medical service; or an equivalent combination of education and experience.