

NEW CASTLE COUNTY GOVERNMENT

Number 1002

Page 1 of 2

CLASS SPECIFICATION

Date 02/10/15

Title: EMERGENCY MEDICAL SERVICES ASSISTANT CHIEF

Approved:



GENERAL STATEMENT OF DUTIES: Assists the Chief of Emergency Medical Services in the management of the County's emergency medical services activities to ensure quality service in all areas to the citizens of New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists the Chief of Emergency Medical Services in overseeing major functions and operational activities of the emergency medical services function of the Department of Public Safety. This employee is responsible for the command and control of the day-to-day operations and/or coordinating activities relating to administration, budget, operational support, purchasing and procurement, quality improvement and maintenance. This employee is responsible for implementing all decisions made by the Chief of Emergency Medical Services and for coordinating activities with the appropriate outside agencies. This employee exercises independent judgement and initiative in carrying out these duties and in making decisions affecting the delivery of services. The work is performed under the general supervision of the Chief of Emergency Medical Services. An employee in this position may be required to perform the duties of the Chief of Emergency Medical Services during his or her absence.

EXAMPLES OF WORK: (Illustrative only)

- Executes orders and directives of the Chief of Emergency Medical Services;
- Responsible for the maintenance of strict fiscal integrity of the emergency services activities;
- Assists in preparing, coordinating, monitoring, and controlling all aspects of the operating and capital budgets and maintains related records;
- Assists in preparing, coordinating, monitoring, and controlling all aspects of the State Emergency Medical Services Program agreement relating to contractual reimbursement, including the submission of quarterly billing statements and required documentation;
- Coordinates and monitors the required certification status of personnel to ensure compliance with State laws and regulations;
- Assists in establishing and implementing policies and procedures for the provision of emergency medical services throughout New Castle County;
- Impartially enforces the rules of conduct governing members of the department and takes necessary disciplinary action as authorized, warranted, and approved by the Chief of Emergency Medical Services;
- Attends meetings and reports on activities as specified by the Chief of Emergency Medical Services;
- Prepares specifications for vehicles, equipment, and supplies and ensures vendor compliance with bid specifications;
- Coordinates and monitors the assignment, inspection, maintenance, and repair of vehicles and equipment and ensures the efficient operation of equipment;
- Assures confidentiality of records and safeguards information and documentation and functions as the agency's records custodian;
- Remains on call for emergencies and serious problems, to include rotation as designated EMS staff duty officer;
- Coordinates the inspection of departmental operating procedures, facilities, and performance to ensure compliance with established standards and policies;
- Develops, coordinates, schedules, and conducts training programs;
- May take command of emergency services staff and units, directly or through subordinate personnel, during major emergency incidents and special/unusual situations;

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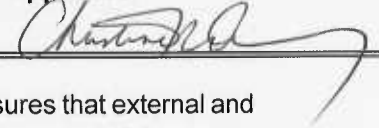
CLASS SPECIFICATION

Page 2 of 2

Date 02/10/15

Title: EMERGENCY MEDICAL SERVICES ASSISTANT CHIEF

Approved:



- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a mobile computer, personal computer and other related equipment in the course of the work;
- Performs related duties as required to include performing the duties of the Chief of Emergency Medical Services during his or her absence, as designated.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of modern principles, methods, and procedures of the administration of emergency medical services; thorough knowledge of departmental and divisional rules and regulations; good knowledge of the principles and procedures of public administration; good knowledge of municipal, State, and federal laws and regulations governing the delivery of emergency medical services; good knowledge of incident management and incident command systems; ability to plan, assign, direct, and review the work of subordinates; ability to command the operation of multiple emergency services activities and personnel under emergency conditions; ability to establish and maintain effective working relationships with subordinates, cooperating agencies, officials, and the general public; ability to communicate courteously and effectively, both verbally and in writing; sound judgement; integrity; ability to promote legal, professional and ethical values while maintaining a motivated emergency medical service that has the public trust and respect; tact; ability to maintain State of Delaware Paramedic certification.

MINIMUM QUALIFICATIONS: At least five (5) years uninterrupted, progressively responsible experience as a New Castle County Emergency Medical Services Division supervisor (Paramedic Sergeant or above) to include at least one year of service at the rank of EMS Lieutenant and currently serving at the rank of Emergency Medical Services Lieutenant or above, with possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, or related field; or an equivalent combination of experience, education or training directly related to the knowledge, skills and abilities

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination. Possession of a valid Delaware Class D driver's license or its equivalent and completion of an Emergency Vehicle Operator's Course; current certification as a State of Delaware Paramedic with national board certification at the paramedic level from the National Registry of Emergency Medical Technicians; current provider-level certification in Pre-Hospital Trauma Life Support (PHTLS), Advanced Cardiac Life Support (ACLS), Basic Cardiac Life Support (BCLS) at the healthcare provider level, and Pediatric Advanced Life Support (PALS), or those credentials required by the state Board of Medical Licensure and Discipline. Completion of supplemental training in medical operations at multiple/mass casualty incidents, weapons of mass destruction (WMD) incident preparedness, hazardous materials incident preparedness, and completion of leadership programs such as the National Fire Academy *Management of Emergency Medical Services* and *Advanced Leadership Issues in Emergency Medical Services* courses and/or West Point Command and Leadership Course.

HISTORY OF REVISIONS:
Established: 01/01/04
Revised: 02/16/10
Revised: 02/10/15