

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Public Safety  
*Division of Emergency Medical Services*  
Classified, GRADE 14  
FLSA exempt position

**EMERGENCY MEDICAL SERVICES**  
**ADMINISTRATIVE OFFICER**

(EMS Captain)

**GENERAL STATEMENT OF DUTIES:** Assists the Assistant Director with the planning and administration of the department's quality assurance, patient information, and educational programs; performs additional duties as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This single position class is administrative/supervisory with responsibilities for statistical data management, education, and analysis of data for quality assurance in EMS operations. Incumbent is second in the Division's chain of command and assumes all responsibilities of Assistant Director during his/her absence.

**ADA REQUIREMENTS:** This is mostly sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, but often must work in the field and this is heavy work requiring the exertion of 100 pounds of force, occasionally up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, lifting, fingering, grasping, and feeling; vocal means of the spoken work, and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken work levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**EXAMPLE OF WORK:** (Illustrative Only)

Provide quality assurance to insure continuous quality improvement in the delivery of emergency medical services;  
Conduct reviews of EMS Division performance by various approved methods to collect data regarding system performance;  
Analyze and evaluate the performance of the work groups and individual EMS personnel;

Maintain records and prepare required reports;  
Receive and review documentation of subordinates to assure compliance with state and local quality assurance criteria and provide reports to the Division Head;  
Conduct reviews and maintain records of Blood borne Pathogen and Infectious Control programs;  
Produce and distribute reports as directed;  
Serve as departmental training officer insuring compliance with state standards;  
Provide support and promote administrative projects as directed;  
Respond to medical, traumatic, and or crises intervention emergencies and assume responsibility for assessment and treatment per Division policy and in the context of the chain-of-command;  
Provide appropriate advance and/or basic life support as determined by State of DE SOP-s, Departmental policy, and accepted standards of care;  
Complete appropriate recertification programs, examination, and related training programs;  
Serve as Shift Supervisor as required by chain-of-command;  
Function as field staff for evaluation or because of reduced staff.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY:** Thorough knowledge of, and be skilled in, advanced life support procedures; knowledge of physiology for diagnostic purposes; knowledge of pharmacology; good knowledge of traffic rules and regulations; ability to safely operate a vehicle on the road in emergency situations at high speed; skill in operating advanced emergency care equipment; ability to manage people in stressful situations for the care and safety of the patient; ability to demonstrate high degree of dependability; ability to perform as part of a team; good judgment, integrity, and tact; thorough knowledge of supervisory practices; ability to understand and follow oral and written instructions; ability to prepare accurate written reports; ability to plan, implement and review projects; knowledge of Kent County governmental structure and operations; knowledge of the practices governing operations of an EMS system with emphasis in quality review; possess excellent moral character; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

**ACCEPTABLE EXPERIENCE AND EDUCATION:** Completion of a standard high school course or G.E.D. (College degree preferred) and successful completion of a State-approved advanced paramedical training program with a minimum three years' experience as a paramedic; or any combination of experience, and training which provides the required knowledge and skills.

**ADDITIONAL REQUIREMENTS:** Possession and retention of State of Delaware Paramedic certification, National Registry of EMTs Paramedic certification, and current BCLS, ACLS, BTLS Advanced and/or PHTLS certification. Possession of Emergency Vehicle Operator certification in addition to a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Must pass testing for infectious diseases. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

NOTE: This position carries with it the rank of Staff Captain and all the responsibilities of this classification. This position is primarily an administrative position which will support quality assurance and patient information programs as detailed. This is a classified exempt position with occasional obligations to work on shift and in the field to cover shortfalls in staffing and to maintain certification as a Delaware Paramedic. This position reports directly to the Assistant Director and assumes duties in his/her absence.

---

Employee Acknowledgment

Est. 07/01/00  
Rev. 07/01/05  
Rev. 07/01/06  
Rev. 07/01/15