

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 16
FLSA exempt position

**ASSISTANT DIRECTOR OF PUBLIC SAFETY -
EMERGENCY MEDICAL SERVICES DIVISION**

GENERAL STATEMENT OF DUTIES: Performs responsible management, technical, and administrative work and supervises the overall operation and direction of a highly technical and advanced life support service of the Emergency Medical Services Division; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This single class position performs highly responsible management work in the Emergency Medical Services Division. The incumbent performs a variety of functions in the administering, planning, coordinating, and directing of the advanced emergency medical services as it relates to the division and other emergency service agencies. Work involves close coordination with the volunteer ambulance service and other agencies that impact emergency medical services. This position is under the general supervision of the Director. Considerable independence of action is expected within broad departmental policies.

ADA REQUIREMENTS: This is heavy work requiring the exertion of up to 100 pounds of force occasionally and up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires reaching, fingering, balancing, climbing, crawling, crouching, feeling, grasping, handling, kneeling, lifting, pulling, pushing, standing, stooping, walking and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word 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 not subject to adverse environmental 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)

Direct the operation of the Division and other emergency medical services;
Coordinate the provision of advanced life support services from paramedic stations;

Assist in development and administration of emergency medical service budget (State and County);
Develop and enforce general orders, standard operating procedures, and policies;
Prepare specifications for equipment and vehicles, and place orders for such items;
Plan and develop training programs;
Make work assignments to Field Supervisors and supervises their performance;
Make personnel assignments and supervise activities;
Set division goals, and direct all planning consistent with Departmental mission;
Write reports and make surveys as necessary;
Review and approve all activity reports and leave requests;
Review State and Federal legislation for impact on operations;
Collect data for research and statistical review;
Negotiate emergency medical service and training contracts;
Coordinate the activities of the Division with medical facilities, and other agencies;
Work with local fire and EMS officials to develop and implement standard response procedures, disaster planning, and incident command systems development;
Respond to highly complex and unusual emergencies requiring extensive coordination of resources;
Ensure compliance with Federal and State regulations regarding emergency medical services;
Investigate complaints and submit for review all complaints of a serious nature to the Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the modern principles, methods, and procedures of highly technical emergency medical services activities; knowledge of principles, methods, and procedures of public administration; knowledge of Federal and State laws, related ordinances, and codes; thorough knowledge of departmental rules and regulations; ability to plan, direct, and review the work of subordinates; ability to command under emergency conditions; ability to establish and maintain effective working relationships with subordinates, other agencies, and the public; command of the English language and ability to communicate effectively, both orally and in writing; good judgment; integrity; tact; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited college or university in public administration or related field and successful completion of a State-approved advanced paramedical training program with at least five years experience in administrative work to include a minimum of three years experience in the supervision of emergency services; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of National Registry of EMT-s Paramedic 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. Must sit for an oral interview. Final selection for this position is competitive.

Employee Acknowledgment

REV. 12.10.91

Rev. 07/1/94

Rev. 01/11/99

Rev. 07/01/00

Rev. 07/01/03

Rev. 07/01/15