

Title: Assistant Director of Public Safety (Deputy Chief)
Department: Public Safety
Division/Office: Emergency Medical Services Division



Grade 2127; FLSA Exempt position; Category: Classified; Job Code: ATEM; Rev.:07/01/2021

General Description

The purpose of this position is to manage the daily operations and long-term strategic plans of the EMS division of the Department.

This position works independently, under limited supervision, reporting major activities through regular meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Manages the daily operations of the EMS division.
- Interprets data to evaluate current practices and form a comprehensive plan for future development of the Division.
- Manages quality assurance and improvement processes.
- Coordinates the provision of advanced life support services from paramedic stations.
- Assists in development and administration of emergency medicals service budget (State and County).
- Develops and enforces general orders, standard operating procedures, and policies.
- Prepares specifications for equipment and vehicles, and place orders for such items.
- Plans and develops training programs.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires a Bachelor's degree in emergency medical services (EMS), health care, emergency management, or related field, supplemented by ten (10) years of emergency medical care management experience or supervisory experience at the EMS Administrative or Operations Manager/Supervisor level; or possession of any equivalent combination of education, training, and experience.

Additional Requirements:

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.

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Americans with Disabilities Act Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, lifting, fingering, grasping, crawling, pulling, pushing, walking, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; 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 deduction; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Certifications and License Requirements:

- May be required to pass standardized examination to determine basic and supervisory knowledge, skills & abilities or participate in a panel interview.
- Must possess and retain State of Delaware Paramedic certification, National Registry of EMTs Paramedic certification, and current BCLS, ACLS, CPR, BTLS Advanced and/or PHTLS certification, and others as required.
- Must pass testing for infectious diseases.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement