

## Job Description - Assistant Director of EMS - (EMS 2)

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**Position Title:** Assistant Director of EMS

**Reports to:** Director of EMS

**Classification (FLSA):** Exempt, Full Time

**Essential Employee:** Yes, please see Pulaski County Personnel Policy

**Residency Requirements:** Establishment of County residency required within one year of hire date.

**Basic Function:** Develops, implements and maintains training programs, assists with training records management, purchases and maintains training equipment within established guidelines for the benefit of the department and the general public. Coordinates all activities associated with the department's training center. Works with the Director, Administrative Captain, and Administrative Assistant to ensure all agency administration needs are met. Serves in Adjunct Positions as directed to meet department needs.

**Position Scope:** The Assistant Director is primarily responsible for ensuring department training needs are identified and met. The Assistant Director works with other staff members, Director, and Administrative Captain to identify training needs and establish department minimum training standards. The Assistant Director implements training programs to support Field Staff Members in meeting recertification requirements, and to provide the best medical care possible to the community. Works with the Director and Command Staff to ensure adequate training materials and supplies are available for usage. Oversees training and precepting of new personnel, existing personnel upon changes in certification levels, and upon implementation of new programs or equipment. Selects and supervises Preceptors and Field Training Officers. Coordinates and conducts initial courses and continuing education programs as needed to meet agency and community needs, and supports the high school EMT program. The Assistant Director will maintain current EMS skills by regularly working in field roles as directed.

The Assistant Director will work closely with the Medical Director to resolve training and medical practice issues. This individual will work closely with the Medical Director and Director to establish/recommend protocols, advance practice procedures, medical equipment recommendations, etc.

In addition to the primary duties of ensuring department training needs are met, the Assistant Director will assist the Director with day to day operations of the department. This may include budgeting, purchasing, accounts payable, revenue tracking, and other administrative tasks as needed. The Assistant Director is responsible for working with the Director and other identified groups in achieving the organization's mission, to include increasing both the availability and the quality of EMS related educational programs. The Assistant Director must assist in the management of human resources to instill professionalism among staff and preserves and enhances a positive public image.

The Assistant Director must furnish leadership and maintain a positive working relationship with staff, other departments, other EMS agencies, the Pulaski County Board of Supervisors, the system's medical director, community physicians, first responder agencies, communications center staff, Medicare/Medicaid liaison personnel, hospital staff, billing contractors, business partners, and directors of emergency departments in all hospitals within the service area.

The major challenges of this position are:

- Assisting in coordinating the objectives of the department with the conflicting demands of hospitals and the community
- Development of training programs that will have the greatest impact upon the EMS needs of the general public and the educational needs of staff members as well as other identified elements of the overall department.
- Maintaining high quality and cost-effective programs within established budgetary guidelines.
- Develop training programs based on needs identified in the Quality Assurance and Improvement Process.
- Assisting in maintaining high staff morale and improving staff development.
- Protect the interests of the Department when dealing with other organizations and individuals.

**Minimum Knowledge, Skills and Abilities:**

- Thorough knowledge of department operational needs, policies, and protocols.
- Ability to manage multiple projects simultaneously.
- Ability to utilize multiple electronic and paper-based record systems.

**Education and Experience:**

- Associate's Degree in a related field, or equivalent experience.
- Certification by the Virginia Office of EMS, and extensive experience as a Paramedic.
- Certification by the National Registry of EMTs as a Paramedic.
- Certification by the Virginia Office of EMS as an EMS Education Coordinator.
- Maintains Instructor certification in at least 2 additional areas (ie. ACLS, CPR, TECC)
- Extensive experience developing and conducting training and certification programs
- Extensive experience working with local and regional training entities
- Must have experience in HR matters and standard practices
- Knowledge of Public Sector budgeting, procurement, purchasing, accounts payable, and accounts receivable preferred
- Ability to establish and maintain satisfactory working relationships with subordinates, peers, other officials, volunteer departments, customers, and the general public
- Knowledge and experience working in the pharmacy environment preferred
- Extensive experience working with EMS agency Medical Directors
- Extensive experience investigating and resolving QA/QI issues

**Special Requirements:** Emergency Medical Services is both a physically and emotionally demanding field. Staff members, who cannot physically or emotionally perform the tasks required, must be relieved from duty, either voluntarily or involuntarily. See VaOEMS TR-14A/TR-14B for minimum function job descriptions.

**Working Conditions:**

1. Same as standard staff member requirements as well as classroom, administrative/office settings, and simulated conditions of field environment.
2. Lifting, moving, transporting equipment to various locations.
3. Works in both administrative/training roles along with field provider role as directed based on the needs of the agency.
4. While working in other roles such as Field Staff Member, all working conditions and position requirements apply.

**Other Qualifications:**

1. Maintains clearance as Command Staff – Paramedic Supervisor/EMS Captain and Field Staff Member, to include driving and paramedic practice authorization.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Date Written: July 13, 2023

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