

Starke County Board of Commissioners

Starke County Job Descriptions

Job Title: Administrator/Manager

Department: Emergency Medical Services

Reports To: Starke County Board of Commissioners

Approved by:

Approved Date:

General Description: To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Manager for the Starke County Emergency Services (EMS) , is responsible for overseeing department operations and supervising department employees. Performs a wide variety of administrative duties according to EMS policies and procedures, using considerable judgment and taking authoritative actions in response to situational demands. Work is reviewed by the Commissioners to ensure compliance with guidelines and policies involving major contribution to community emergency service.

Essential Job Function: Plans, Directs, Administers, and Supervises activities of department. Prioritizes and delegates work assignments, establishes specific work goals, administers department policies, evaluates work performance, ensures proper completion of tasks and conformance with policy, maintains discipline, and recommends corrective action as warranted

Duties include but are not limited to:

- Strict adherence to their performances to the requirements of all levels of EMS Skills
- In charge of everyday EMS operations
- Prepares the annual departmental budget for the presentation to the County Commissioners

and Council and attends other EMS related meetings as necessary.

- Prepares work schedules and shift assignments, reviews and approves overtime requests, time sheets, payment of accounts payable, payroll, purchase orders and claims, and other reports and correspondence as necessary
- Releases public information to news media representatives, and serves as County liaison with the medical, fire fighting, and police agencies
- approves and coordinates the presentation of educational and in-service training programs, prepares ambulance run survey, and speaks to organizations about the EMS
- Periodically analyzes department workload, interviews candidates for job openings, and makes hiring decisions. Recommends personnel actions, such as promotions, transfers, or demotions.
- Any duties as requested by the Starke County Board Commissioner

Knowledge, Skills, and Abilities

- Proper Knowledge of all aspects of EMS
- Applicant must be able to properly write and direct Policy's and Procedures that are beneficial to the EMS department
- The execution of the proper patient care actions for any given patient situation in accordance with local protocols and Starke County E.M.S. policies and procedures
- The performance of assigned tasks set forth in either policy/procedures or as assigned by the E.M.S. Director
- Adherence to all Starke County E.M.S. policies and procedures
- Maintenance of all Continuing Education requirements to fulfill your certification and the Starke County E.M.S. guidelines
- Demonstration of cautious, courteous, efficient, and defensive driving while in a Starke County E.M.S. guidelines.
- Proficiency in the use of, and knowledge of proper operations of all ALS and BLS equipment
- Demonstrate the ability to direct the actions of others who may have lesser training in a positive manner. Along with this, applicant must have the ability to direct and control the E.M.S. aspect of any scene (within our capabilities) while maintaining stability and professionalism.

Physical Requirements

- Performs duties in a standard office environment and in the field, including sitting/walking at will, driving, close vision and hearing sounds/communication.
- Must be able lift weights as the job requires at any given time
- Provides direction and supervision of all department operations, requiring consideration of interrelationships having conflicting aspects, requiring situational assessment

- Establishes administrative/departmental policies, procedures, and performance standards

Experience/Education/Qualifications Required

- High School Diploma or GED
- Applicant must be an Indiana State Certified Paramedic.
- Applicant must have at least five (5) years of clinical paramedic experience, as well as at least two (2) to three (3) years of EMS management experience
- Thorough EMS knowledge and ability to make practical application of the customary practices, procedures and financial regulations of the County, and to take authoritative action as situations demand.
- Knowledge of all department equipment and supplies, and ability to oversee proper maintenance and care.
- Ability to apply knowledge of people/locations, plan/layout assigned work projects and read/interpret specifications and maps.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct
- Ability to work alone with minimum supervision and with others in a team environment. Ability to understand, memorize, retain and carry out written or oral instructions and present findings in oral or written form.
- Ability to occasionally work extended, evening, and or weekend hours.
- Ability to serve on 24 hour call and respond to emergencies off duty when needed
- Must be physically able to perform any duties as assigned by Starke County E.M.S.
- Possession of a valid Indiana driver's license and demonstrate safe driving record
- Must have current CPR certification and valid ACLS certification

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Additional duties may be assigned by prospective department heads or the Board of Starke County Commissioners.

All employees of the Starke County Government are subject to the rules set forth in the Starke County Employee Handbook.