White County EMS Director
Job Description

Nature of work: Responsible for administrative ambulance work and direction of all employees and activities of the White County Ambulance Service (EMS).

Employee of this class is responsible for the protection of lives and property in White County and ambulance functions. Work involves the efficient operation of the White County Ambulance Service through the control of activities, the determination of departmental procedures, planning of departmental work priorities and goals, implementation of programs, training assignment, and supervision of all departmental members. The Director consults with the County Executive in determining plans and policies to be observed in the conduct of ambulance operations and, except for general administrative direction, he works independently in supervising the Ambulance Service functions. Work is reviewed through discussion of problems and review of program results.

Essential Duties and Responsibilities: Formulates departmental policies, regulations, goals and program priorities to be followed by members of the Ambulance Service.

Directs the formulation of work methods and procedures to be followed by department members; inspects and appraises departmental activities and personnel, takes necessary steps in modifying ambulance operations to meet changing conditions; oversees or directs the assigning of department personnel.

 Prepares the departmental budget and oversees the control of expenditures.

 Interviews applicants for appointment, conducts or participates in other phases of selection process, and recommends appointment to the County Executive, and plans and directs ambulance training activities.

 Plans and directs the development and maintenance of ambulance records and statistics such as records of daily activities and events, including all calls, complaints, and files on all accident reports, employee and department training and equipment maintenance.

 Cooperates with Federal, State, and other local departments in search and rescue and medical emergencies.

 Conducts and maintains effective public relations for the Department.

 Prepares work schedules for personnel.

 Responsible for operation and maintenance of department equipment and building facilities.
Maintains adequate level of personnel for the ambulance service.

Directs and assists in departmental training.

Performs related work as required.

**Requirements of work:** Thorough knowledge of the principles, standards and practices of modern emergency medical care and search and rescue.

Ability to plan, lay out, and supervises the work of subordinates performing varied operations connected with emergency medical care and search and rescue.

Ability to develop proper training and instructional procedures for employees, and to maintain a high level of discipline and morale.

Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to ambulance activities, and to modify organizational procedures to meet changing conditions.

Knowledge of the principles and practices of personnel and labor relations administration.

Ability to establish and maintain effective working relationships with other county departments, state and federal authorities and the general public.

Working knowledge of the county budgeting process; ability to develop and administer a budget.

Ability to provide effective leadership and to maintain harmonious relationships in the department.

Ability to prepare and present effectively oral and written information materials related to the activities of the White County Ambulance Service.

**Training and Experience Required:**

Qualifications for White County Emergency Medical Service Director, “Service Director,” Chief Executive or Administrative Officer.

- Must be licensed by the State of Tennessee as Advanced Paramedic.
- Must be able to plan both long and short term so that the ambulance service can manage efficiently, now and in the future.
- Computer skills need to include the ability to handle daily billing, spread sheets and CAD systems, etc.
- This job will require people skills to work with doctors, nurses, hospitals, nursing homes, insurance companies, and service employees.
• Director must have an understanding of rules and regulations set forth by the State of Tennessee Department of Health Division of Emergency Medical Service, Medicare, and TN Care, etc.

• The Director, because of size and budget constraint, must be able to multi-task, and have a broad range of skills including, but not limited to those described above.

• Other duties as assigned, and as needs are determined.

• Director must be a resident of White County or have specific arrangements made to move to White County, within six (6) months of hire date.

Resumes can be submitted to careers@whitecountyttn.gov put EMS in subject line. Or they can be mailed or delivered to White County Executive Denny W. Robinson 1 E Bockman Room 205 Sparta TN 38583. Applications can be picked up at the White County Executive’s Office Room 205. All resumes/applications must be received by January 30, 2015.