SAN JUAN ISLAND EMERGENCY MEDICAL SERVICES

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO. 1

2107 JOB DESCRIPTION AND DUTIES: EMS CHIEF/ADMINISTRATOR

DESCRIPTION: The EMS Chief has executive responsibility for all operating procedures and functions of the EMS, and assists in planning and recommending policies set by the Commissioners of the Public Hospital District. The EMS Chief receives direction and authority from, and is directly responsible to, the Public Hospital Board of Commissioners and is an official of the District. This position is exempt from the Fair Labor Standards Act.

REQUIREMENTS:

1. Ability to communicate clearly both, verbally and in writing.
2. Proficiency in Microsoft Office software, including Excel, Word, PowerPoint, and Outlook.
3. Possess or obtain a valid Washington Driver's License (within 30 days) with acceptable driving record.
4. Possess and maintain State of Washington EMS certification: EMT, Paramedic or Flight Nurse (CFRN).
5. Have a minimum of seven (7) years' EMS experience, including: at least one (1) year as a chief officer with management and administration duties or comparable experience as determined by the Board.
6. Demonstrated record of promoting and encouraging strategic mission, vision, and values for the continuous improvement and effectiveness of the organization.
7. Completion of ICS 100, 200, 700, and 800 within six (6) months of hire. Completion of ICS 300 and 400 within one (1) year of hire date.
8. Proven experience with EMS service administration including: organization, public administration, budget and personnel administration, records and information management, customer service, and public relations.
9. Knowledge of applicable laws pertaining to EMS safety and special district operations.
10. Demonstrated ability to delegate authority and responsibility effectively.
11. Knowledge of computerized administrative functions.

12. Possess a two (2) year degree from accredited institution in EMS science, management, or related field, or comparable experience (approved by the Board).

WORKING CONDITIONS:

1. This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.
2. Strenuous physical activity under extreme adverse conditions may be required periodically.
3. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, etc.
4. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
5. This position will involve periods of high physical, mental and/or emotional stress.

DUTIES: The EMS Chief is the administrative head of the San Juan Island Emergency Medical Services (EMS), and shall perform such services as directed by the Board of Commissioners in accordance with the laws of the State of Washington and in accordance with the policies of the District, as established by the Board of Commissioners (Commissioners). Tasks shall include, but are not limited to, the following:

1. Prepare goals for EMS to improve quality, along with the means and a time schedule for achieving goals. Develop quality metrics in collaboration with the EMS Medical Director, and develop means for measuring and documenting improvements. Present to the Commissioners, in accordance with the established time schedule, the measured and documented improvements.

2. Establish, improve and maintain coordination and communication between EMS and other public and private strategic agencies within the San Juan Island community, San Juan County, and State of Washington.

3. Establish and enforce a manual of operating procedures for the EMS.

4. Prepare and present to the Commissioners the annual EMS operating and capital budget no later than September 1 of each year for approval.

4.1 Prepare and present accurate monthly financial and operational reports, highlighting substantial deviations from the budget, at the scheduled regular meetings of the Commissioners.

4.2 Limit spending to the constraints of the annual budget. Recommend budget adjustments when absolutely necessary.

5. Supervise all EMS paid and volunteer personnel. The authority to discipline all EMS personnel shall include the authority to suspend, reprimand, or terminate both paid and volunteer personnel according to District policy.

6. Assign duties to all EMS personnel and supervise the performance of the duties, provided that the duties so assigned shall conform to the resolutions and policies of the Commissioners in all events where a resolution or policy has created a specific position and provided for duties for that position.

7. Supervise the operation of a public information and outreach program to help District residents be acquainted with the EMS services available to them. Act as the sole representative for media requests for interviews and information on EMS affairs; compile press releases as needed to promote public information to District residents.

8. Express a willingness to support District goals and promote them to District residents.

9. Participate in collective bargaining negotiations, as needed, and assist with budgetary implications of proposals.

10. Attend Public Hospital District Board meetings and work sessions.

11. The Chief may designate an EMS representative to attend required meetings and events if the Chief is unavailable.

12. Coordinate mutual aid agreements with other agencies; facilitate and coordinate efficient communications between dispatch, police, fire and other related first responder agencies.