



SC - PAY GRADE 28

**DEPUTY DIRECTOR OF
EMERGENCY MEDICAL SERVICES (EMS)**

DUTIES AND FEATURES OF THE CLASS:

Performs responsible administrative work and assists in the operations of the Emergency Medical Services Department of Sussex County. This position is an essential position. Supervision may be exercised over the paramedic administration and subordinates as directed by the Director of Emergency Medical Services. The Deputy Director Emergency Medical Services is under the general supervision Director of Emergency Medical Services.

DISTINGUISHING FEATURES OF THE CLASS:

The Deputy Director of Emergency Medical Services will perform a variety of functions in administration, planning, coordinating and directing of the County's Advance Life Support (ALS) system. Work involves close coordination with the fire, ambulance, 911 Centers and other agencies that impact emergency medical services.

EXAMPLES OF WORK:

Assists in the administration of the annual budget and reimbursement process; participates in the recruitment and hiring processes; develops general guidelines, standard operating procedures, and enforces the execution of procedures as well as department policies; oversees the work of the EMS office staff, Operations, Professional Standards and Technical Services Divisions; assists in the coordination of the provision of emergency medical services; assists the Director with setting divisional goals and oversees all planning and review work of subordinates; generates reports and surveys as necessary; works with local fire and ambulance officials to develop and implement standards; coordinates activities with neighboring states and counties; handles routine inquiries from other agencies and individuals; assists in the investigation of all complaints; maintains liaison with the State of Delaware, Office of EMS, Department of Public Safety, Emergency Management Agency, and other emergency service agencies; performs all other duties and responsibilities as required by the Director of EMS.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the modern principles, methods and procedures of emergency medical service activities; strong knowledge of principles, methods, and procedures of public administration; good knowledge of federal and state laws, related ordinances and codes; thorough knowledge of department 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; good judgment; integrity; tact; ability to pass examinations of various nature including knowledge based.

QUALIFICATIONS:

Minimum of ten (10) years of experience in EMS with at least five (5) years of supervisory or management experience; Bachelor's degree in EMS Management, Health Care or Public Administration, Nursing, or other related field desired; possesses minimum qualifications to be certified as a Delaware Paramedic, with appropriate related certifications in National Registry (NREMT-P or NRP), ACLS, PALS, BCLS, and PHTLS or BTLS; experience, training and/or certification in EMS management, hazardous materials, multiple casualties, terrorism and disasters is a plus; proficient in Microsoft Office (Word, Excel, Outlook, and PowerPoint) is required; strong leadership and public speaking skills are required; excellent organizational skills; excellent verbal and written communication skills are required.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Physical and Psychological Examinations
- Possession of a valid driver's license

Revised 5/2016