

**JOB OPENING – EXTERNAL POSTING**

**EMS DIRECTOR (PS101293)**

**DEPARTMENT: EMERGENCY MEDICAL SERVICES (EMS)**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Ensure the proper function and day to day operations of the EMS department. Oversee the administration and operational duties of the command staff (Operations Chief, Training Chief, administrative staff and logistics). Develops, prepares and oversees department budget, develops plans for improvements and future growth. Maintains and enforces departments' policy and insures EMS staff remains compliant with current policy/directives, DHEC laws and standing orders. Responsible for and adheres to departments licensing (DHEC/DEA) requirements and any other applicable laws and certification criteria. Plan, organize, and evaluate the county wide emergency medical services system. Establish training standards and coordinate training of EMS staff with the Training Officer. Ensure EMS policy and procedures remains effective in compliancy with all certifications and licenses. Investigate patient care and other complaints. Oversee the purchasing and procurement process of the department, as well as maintain compliance of records. Carry out supervisory responsibilities in accordance with the County policies and applicable laws including but not limited to interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Oversee the maintenance and up-keep of all EMS facilities, vehicle apparatus and logistics. Insure all staff follows county and department policy for preventive maintenance and care for all facilities, equipment and vehicle inventory. Oversee the annual process of reviewing and updating department policy/directive. Prepare a variety of reports that track statistics of EMS services (i.e. number of patient calls, etc.). Keep abreast of all changes in regulations or statutes that affect the provision of EMS services. Secure and administer grant funds that may be available for the department. Prepare annual State and Federal activity programs to ensure funding for the department. Acts as liaison with officials of local, regional, state, and federal emergency management agencies. Plan, prepare and deliver presentations to elected and non-elected officials. Work closely with EMS and other emergency services (Law Enforcement, Fire Departments, Hazardous Materials, Rescue Squad, and Emergency Preparedness). Remain capable of, respond to and fill in any position as needed to any given emergency where the need for command and/or operational support is required. Maintain a thorough knowledge and understanding of the National Incident Management system and Incident Command System. Perform other duties as assigned.

**QUALIFICATIONS:**

A Bachelor's degree (Master's preferred) in Public Health Administration or related field with at least ten (10) years of experience in Emergency Medical Services, including seven (7) years' supervisory experience, or any equivalent combination of education, training, and experience which provides the knowledge, skills, and abilities required for the position.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Must have successfully completed a South Carolina or National Registry Paramedic course.

Must be currently certified through a standard Emergency Vehicle Operations Course (EVOC).

Must maintain continuous AHA Basic Cardiac Life Support (BCLS) Certification and AHA Advanced Cardiac Life Support (ACLS) Certification.

Must maintain the following National Incident Management System Certifications (IS700, ICS100 and ICS200).

An International Trauma Life Support (ITLS) Certification preferred.

A Pediatric Advanced Life Support (PALS) Certification preferred.

Attend all OSHA and Berkeley County mandated training on a yearly basis.

Basic computer skills required.

Excellent communications skills, both oral and written.

Skilled in the operation of all basic office equipment, including fax machines.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. Must be able to function in cramped and confined spaces, hazardous environments such as those created by fire, traffic collisions, mechanical collapse, weather, and human acts. Cardiovascular conditioning should be sufficient for the extended performance of cardiac chest compressions, maneuvering and lifting of the gurney and other transport tools, and transport of medical equipment and patient belongings. The employee must be able to lift up to one hundred eighty (180) pounds with one assistant. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands

described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random drug and alcohol testing. This position is also classified under OSHA guidelines for blood-borne pathogen exposure evaluation as a Category I exposure risk which involves routine exposure to blood, bodily fluids and/or tissues. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is classified as exempt and reports directly to the Emergency Services Division Director.** Thirty-seven and one half (37.5) hours per week. Normal working hours are Monday through Friday 8:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Scheduled hours/days, job location and duties subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration building and the County Libraries to apply online.

**EMS Director – Grade C44**  
**Entry Level Bi-Weekly Pay Range: \$2640.97-\$3037.11**

**Date of Posting: 03/22/2016**  
**Closing Date: Open until Filled**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***