

## SUMMARY OF THE POSITION

The Tracy Fire Department provides fire prevention, fire suppression and rescue services within the City limits and the Tracy Rural Fire District (TRFD). The Tracy Fire Department is also responsible for providing Advanced Life Support (ALS) service.

The Emergency Medical Services Manager classification is non-sworn single incumbent classification in the Tracy Fire Department. The incumbent will be responsible for the daily administrative, analytical and oversight activities associated with ensuring that EMS providers within the City of Tracy (Fire Department) are in compliance with Federal, State and Local regulations, guidelines and standards related to the delivery of pre-hospital emergency medical care and response to medical emergencies. S/he will diligently provide appropriate oversight and monitoring of the department's Emergency Medical Services and Continuous Quality Improvement Programs. S/he will also coordinate work with suppression personnel, outside agencies, the City, the Prescribing Physician and the general public to effectively deliver the Emergency Medical Services Program.



## THE IDEAL CANDIDATE

The ideal candidate is courteous and professional at all times in his/her demeanor and representation of the city, shows integrity and is trustworthy. S/he is an effective and highly skilled communicator that can perform at a high level; self-motivated and able to motivate others. S/he is a collaborator who is able to recognize and value the contribution of others. The incumbent will be knowledgeable about the industry, technically skilled in the performance of his/her duties, and able to employ the necessary management acumen to ensure services are in compliance with professional standards, state and federal regulatory requirements. S/he must possess strong organizational skills and solid leadership skills. S/he can take command during public speaking events, make effective presentations, and represent the City with local hospitals, the County Medical Director, and San Joaquin County Emergency Medical Services Agency. With a can-do, confident and optimistic attitude, s/he will work diligently and effectively carry out the City's Mission, Vision and Values.

## MINIMUM QUALIFICATIONS

### EXPERIENCE AND EDUCATION

Any combination of experience, education, and training that would provide the best qualified candidate. A typical way to obtain the knowledge, skills and abilities would be:

Experience: 3 years of responsible experience in the administration and/or education of either an emergency medical services or major medical services training program.

Education: An Associate's Degree from an accredited college with major coursework in healthcare administration, nursing, public health education, public safety or closely related field.

Training: 3 years of experience as one of the following: a mobile intensive care nurse, a paramedic program manager, pre-hospital care instructor, base hospital coordinator, or EMS agency program coordinator.

### LICENSE OR CERTIFICATE

Possession of a valid California Class C driver license and a satisfactory driving record as determined by the City.

Possession of a Paramedic License in the State of California or higher.

Possession of an American Heart Association – Basic Life Support (BLS) Instructor Certificate is *highly desirable*.

Possession of a California Registered Nurse license is *highly desirable*.

### SPECIAL REQUIREMENT:

Must be willing to be on call, 24 hours a day, 7 days a week. Must also be able to attend evening and weekend meetings if needed.

## TYPICAL DUTIES, Include but are not Limited to:



- ❖ Monitors assigned program components and Emergency Medical Services (EMS) personnel for compliance with State and local laws and regulations; develops program objectives; recommends and implements EMS policies, procedures and protocol standards.
- ❖ Evaluates, coordinates and monitors quality assurance issues; designs and implements quality assurance mechanisms for evaluation of system compliance and patient outcome; evaluates and analyzes Emergency Medical Services (EMS) needs, trends and system effectiveness and makes recommendations for improvement.
- ❖ Investigates and makes recommendations for follow up or corrective action on all citizen and public safety agency complaints or inquiries with regard to Pre-hospital Care System and Emergency Medical Services (EMS) delivery by paramedics and Emergency Medical Technicians (EMTs).
- ❖ Monitors changes in local, state and federal regulations and establishes department policies and procedures to assure compliance with standards.
- ❖ Participates in the development of budgets and related documents for federal, State and City funding, and oversees the expenditure of funds.

- ❖ Reviews existing operations; recommends and implements new/revised policies and procedures in response to changing departmental, organizational, and system needs.
- ❖ Advises the department in planning and evaluating the delivery of emergency medical services and assists in the development of policies and procedures to optimize patient care and minimize risk.
- ❖ Coordinates and supervises the department's delivery of basic and advanced life support services through development of objectives and implementation of policies, procedures and operating standards.
- ❖ Represents the department before civic and community groups; promotes and responds to media and public inquiries; prepares new and revised ordinances or codes to implement emergency medical services programs; increases community participation in the programs via outreach activities.
- ❖ Represents the department on various county and state committees.
- ❖ Serves as liaison to local hospitals and maintains open lines of communication between department and facilities.
- ❖ Acts as the chairperson of the department's Continuous Quality Improvement Committee and solicits input from shift representatives.
- ❖ Stocks and maintains supplies for the Emergency Medical Services (EMS) Program; schedules regular testing procedures to insure operational efficiency.
- ❖ Assesses medical equipment, supplies, and related facilities support services; manages logistics and contracts.
- ❖ Prepares draft reports defining medical audit methods and procedures and study results for the San Joaquin County Emergency Medical Services (EMS) Authority.
- ❖ Ensures that Department paramedics and Emergency Medical Technicians (EMTs) are maintaining certifications, licenses, accreditations, and are performing required patient care benchmark skills.
- ❖ Oversees the licensing and re-licensing of department paramedics and EMT's.
- ❖ Evaluates instructional programs and materials for content and results in compliance with Emergency Medical Services (EMS) and Agency requirements.
- ❖ Conduct field observations, including ride-alongs with personnel to observe performance during actual responses and assure compliance with policies and procedures; file reports and recommendations for improvements.
- ❖ Participates in Emergency Medical Services (EMS) annual budget planning process.
- ❖ May be assigned to negotiate and recommend agreements with public, non-profit, and private agencies in support of Emergency Medical Services (EMS) Program.
- ❖ Works with the Department's Prescribing Physician regarding the acquisition, oversight and maintenance of security compliance for narcotics.
- ❖ Manages the controlled substances restock program in collaboration with the Prescribing Physician.
- ❖ May participate in the department and/or city-wide Safety Committee.
- ❖ Other duties as assigned.



## EXCELLENT COMPENSATION & BENEFITS

- ❖ Retirement: Formula is dependent on hire date & member status in CalPERS
- ❖ Generous monthly Flexible Benefit Plan allowance to assist with covering medical, dental, vision care, life insurance
- ❖ Vacation: 96 hours annually to start
- ❖ Holidays: 13 days; includes 2 Floating Holidays
- ❖ Sick Leave: 96 hours annually (unlimited accrual with medical bank option upon retirement)
- ❖ Management Leave: 72 hours
- ❖ Education Expense Reimbursement: Up to a maximum of \$2,500 per calendar year
- ❖ Management and Professional Development Benefit: \$960 per calendar year
- ❖ Employee Assistance Program
- ❖ Voluntary participation in a deferred compensation account (ICMA or VALIC); after 12 months of service at Step E or have served more than five years with the City, employee is eligible for a City matching contribution of 2% - 4%
- ❖ Employees may elect to enroll in a Section 125 Flexible Benefit Reimbursement Account



## THE SELECTION PROCESS

A limited number of applicants whose qualifications best meet the needs of the City will be invited to participate in the selection process, which may consist of a training and experience review of application materials, a written/computerized exam, an appraisal interview with a panel, and/or other qualifying tests. The City reserves the right to modify the selection process at any time. Successful candidates will have their names placed on an employment eligibility list for further consideration in the selection process. Appointment will be contingent upon the ability to provide proof of eligibility to work in the United States and a thorough check of their employment history.

## HOW TO APPLY

RESUMES/FACSIMILES WILL NOT BE ACCEPTED IN LIEU OF ORIGINAL CITY OF TRACY APPLICATION.

POSTMARKS WILL NOT BE ACCEPTED IN LIEU OF TIMELY FILING OF APPLICATION.



For more information or to **Apply Online**,

Visit the City's website at [www.ci.tracy.ca.us](http://www.ci.tracy.ca.us).

Click on: Employment Opportunities and then follow the instructions.

### **REQUIREMENT:**

To be considered for this opportunity, please submit a copy of your Paramedic License (or higher) issued in the State of California.

**Final Filing Date: November 19<sup>th</sup>, 2015**



City of Tracy  
Human Resources Division  
333 Civic Center Plaza, 2<sup>nd</sup> Floor  
Tracy, CA 95376



### THE CITY OF TRACY IS AN EQUAL OPPORTUNITY EMPLOYER

The City considers applicants without regard to race, color, religion, ancestry, national origin, sex, marital status, age, medical condition or disability, or any other status protected by law. The City seeks candidates who can make contributions in an environment of cultural and ethnic diversity. The City of Tracy makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

Posting Date: 10/29/15  
Recruitment # 14-038



CITY OF  
**TRACY**  
CALIFORNIA  
Think Inside the Triangle™

*The City of Tracy Invites You to Apply for:*

## Emergency Medical Services Manager

\$6,684 to \$8,125 per month



**Final Filing Date: November 19, 2015 @ 3:00 PM**