

DEPUTY DIRECTOR

EMERGENCY MEDICAL SERVICE DISTRICT

\$90,188.80-\$109,512.00/yearly

DESCRIPTION

Under administrative direction, to provide management-level services, to assist the Director in the overall administration of the District; to act as County liaison with various emergency service providers within the County; and, to do related work as required.

DISTINGUISHING FEATURES

This single position class provides ongoing assistance to the EMS Director, with the focus in two primary areas:

1. Oversight of the day-to-day operation of the EMS Division including, but not limited to supervising the work of professional and support staff, either directly or through subordinate supervisors; and
2. Assist and/or represent the EMS Director at meetings with Fire Chiefs, Ambulance Service Executives, City Managers, and other high-level representatives of emergency medical service providers throughout the geographic boundaries of the County.

The incumbent exercises full authority for making decisions and implementing programs to ensure the effective provision of quality, cost-effective emergency medical and trauma care, disaster assistance, and other emergency medical services to County residents.

EXAMPLES OF DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Oversees and provides day-to-day direction, through subordinate supervisors, and a County-wide program of monitoring, coordination and training of public and private providers of medical and trauma response and care.
2. Assists and/or represents the EMS Director at meetings with high-level representatives of emergency medical service providers or EMS leadership organizations, statewide.
3. Participates in long- and short-range planning and budgeting activities of the division; prepares budget and revenue estimates and monitors expenditures.
4. Manages or supervises the work of professional and support staff, either directly or through subordinate supervision; plans, directs, reviews, and evaluates the work of staff; provides for the training of staff in work procedures; recommends the selection of staff; recommends and implements discipline as required.

5. Prepares requests for proposal, negotiates contracts and monitors contract compliance of service providers; provides technical, training and procedural assistance to contractors.
 6. Administers a broad scope of division administrative functions, such as personnel, purchasing, record keeping, operational analysis and program evaluation.
 7. Interprets and applies a variety of complex policies, rules and regulations; provides information to employees, other departments and outside organizations which may require tact and judgment.
 8. Monitors legislative and regulatory changes that may affect divisional operations; develops, disseminates and implements policies and procedures to support programs and activities.
 9. Prepares a variety of correspondence, narrative and statistical reports, policies, procedures, newsletters, information for the Board of Supervisors and other written materials; may access varied data bases or use information from various sources to prepare such materials.
 10. Operates a variety of standard office equipment, including a computer; may drive a County or personal vehicle to attend meetings; may be called out on off-hours to respond to emergency situations.
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MINIMUM QUALIFICATIONS

Education:

The equivalent to graduation from a four-year college or university (180 quarter units or 120 semester units) with major coursework in business or public administration, a health or social science or a field related to the work, **AND**

(Additional experience as outlined below may be substituted for the education on a year for year basis.)

Either I

Experience:

Two years full-time experience as a Supervising Prehospital Care Coordinator in Alameda County in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

OR II

Experience:

The equivalent of two years of full-time progressively responsible experience in an administrative or supervisory or staff capacity which must have included one year working with the administration and management of an emergency medical service program for a government EMS agency.

Licenses:

Must possess a valid California driver's license. Licensure as a Medical Provider is desirable, but not required.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND ABILITIES

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Duties” section of this specification.

Knowledge of:

- Management principles and practices, including work planning, employee supervision and business management.
- Principles and practices of emergency medical service provision.
- Practices and techniques of administrative and financial analysis and report preparation.
- Computer applications and hardware and software related to the work.
- Budgetary, contract and grant administration and financial record keeping and reporting practices.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.

Ability to:

- Provide day-to-day oversight and supervision to a broad-based, coordinated emergency medical services program.
- Administer a variety of financial and related administrative services functions.
- Plan, supervise, review and evaluate the work of others, either directly or through subordinate supervision.
- Plan and conduct complex administrative and operational studies.
- Research, compile and summarize varied information, evaluate alternatives, and reach sound conclusions.
- Interpret, explain and apply complex policies, regulations, and procedures.
- Prepare clear and accurate reports, correspondence, procedures, policies, and other written materials.
- Represent the department and the County in meetings with varied groups and organizations.
- Organize and prioritize work and meet critical deadlines.
- Exercise sound independent judgment within established policies and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

TO APPLY:

Please submit the following information: a cover letter and resume detailing your relevant work experience by **July 15th, 2015**.

**Alameda County Health Care Services Agency
Emergency Medical Services**

Attention: Fred Claridge

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