

# Napa County Public Health

is seeking applicants for

## Emergency Medical Services Administrator



**A Tradition of Stewardship  
A Commitment to Service**



### Health & Human Services Agency

Napa County Health & Human Services Agency (HHSA) is the largest department within the County, and is comprised of six program service divisions and several supporting administrative divisions. The program divisions are Child Welfare Services, Comprehensive Services for Older Adults, Mental Health, Self Sufficiency, Alcohol and Drug Services and Public Health. The administrative divisions include general administration, operations, staff administration, fiscal and quality management. HHSA takes a broad based public health approach to serving the diverse communities that make up our county with the goal of building healthy, self-sufficient individuals, families and communities.

### Public Health Division

Public Health's mission is to prevent conditions that challenge health while protecting and promoting the well-being of the community.

### Emergency Medical Services (EMS)

The mission of the Napa County EMS Agency is to incorporate multiple agencies and facilities into a dynamic emergency medical care delivery system that is focused on rapid access, assessment, stabilization and transportation when emergency services are necessary. The Agency is staffed with dedicated professionals and is committed to bringing the people of Napa County the highest level of care they deserve.

### The Position

The Emergency Medical Services (EMS) Administrator reports directly to the Deputy Director of HHSA - Public Health/Public Health Officer and organizes, coordinates, administers and implements a comprehensive, county-wide EMS system. The EMS Administrator provides leadership in planning and implementing EMS programs and works collaboratively with and supports the Public Health Officer in medical preparedness and response.

### The Ideal Candidate

The ideal candidate for this position is a highly professional and ethical individual with several years experience of in EMS Administration, who possesses the following:

- Knowledge of the principles and practices of EMS administration.
- An understanding of collaborative management techniques and evidence of having practiced those techniques throughout his/her career with employees, stakeholders, management, etc.
- Management and supervisory experience.
- Leadership skills that inspire employees while creating a positive and rewarding work environment.
- Proven public speaking skills with the ability to articulate complicated data to a wide variety of audiences.
- Organizational skills and detail orientation.

### Required Experience, Education and License

**Experience**—Three years experience in an emergency medical services program, which must have included one year administering and managing an EMS Program.

**Education**—Equivalent to graduation from an accredited college or university or technical training sufficient to obtain California licensure as a Registered Nurse or a Paramedic.

**License** - Possession of any of the following valid licenses: Registered Nurse license issued by the CA Board of Registered Nursing; a current National Registry of Emergency Medical Technicians - Paramedic license or a CA Paramedics License.



## The Napa Valley

The Valley is also home to over 130,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

Most of Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat with a population of 74,000, to Yountville, with 3,280 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

### Application Process

**The final filing date is December 8, 2014**

Please go to: [www.napacountycareers.com](http://www.napacountycareers.com) to apply directly online.

**Resumes submitted without an employment application will not be accepted.**

- Applications will be screened as they are received. Those that possess minimum qualifications will have their supplemental questions scored by subject matter experts the week of **December 15, 2014**. Only the most qualified candidates from the scoring of the supplemental questions will be invited for a panel interview.
- Panel interviews are tentatively scheduled to take place the week of **January 5, 2015**.
- Only the most qualified candidates from the panel interviews will be placed on an eligibility list and referred to the hiring manager for a potential hiring interview.



## Napa County

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads.

The County has a General Fund budget of over \$227 million, and has enjoyed relative financial stability in recent years compared to many other agencies. The County's 1,300 employees provide services to the public through 18 departments - 5 managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: integrity, accountability and service.

### Compensation and Benefits

**Annual salary range: \$98,987.20 - \$118,976.00**

The County also offers an outstanding benefit package that includes:

- **Vacation** - 15 - 26 days of vacation annually based upon years of service. Prior government service may be credited toward accrual.
- **Sick Leave** - 12 days earned per year.
- **Holidays** - 11 paid holidays per year.
- **Management & Personal Leave** - 80 hours of management and 19 hours of personal leave credited per fiscal year.
- **Medical Insurance** - Choice of seven CalPERS medical plans. The County makes a significant contribution toward the premium.
- **Dental Insurance** - Choice of two Delta Dental plans. County pays full premium.
- **Life Insurance** - \$50,000 provided by the County with an option to purchase additional insurance.
- **Retirement** - The County participates in the California Public Employees' Retirement System (CalPERS) offering 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency), and 2% @ 62 for new members.
- **Deferred Compensation** - A choice of a 457 and/or a 401a plan with a County match.
- **EAP** - County-paid Employee Assistance Program.