

IMPERIAL COUNTY

CLASS TITLE: EMS/DISASTER PREPAREDNESS MANAGER

BASIC FUNCTION:

Under the direction of the Deputy Director-Community Health, plan, organize and direct the operations, services and activities of County-wide Emergency Medical Services (EMS), Agency medical health disaster (Disaster) preparedness and injury prevention programs; coordinate communications, resources, trainings and personnel to meet the emergency medical needs of the community and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, evaluate and direct the operations, services and activities of County-wide EMS, Disaster preparedness and injury prevention programs; establish and maintain related timelines and priorities; participate in the development and implementation of EMS and disaster preparedness services, plans, goals, objectives and strategies.

Maintain current knowledge of established standards, requirements, laws, codes, rules, regulations, policies and procedures, and pending legislation related to assigned programs; assist in the development and/or modification of policies, procedures, and/or program functions to assure compliance with local, State and federal requirements as needed. This includes but is not limited to: annual development and review of the Imperial County EMS plan, EMSA required EMS quality assurance metrics, and ambulance patient offloading time reporting

Supervise and evaluate the performance of assigned personnel; interview applicants and recommend employee selections, transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures.

Develop, implement, and evaluate medical and health disaster and bio-terrorism preparedness and response plans; coordinate and conduct disaster and bio-terrorism training and/or exercises with local, regional and state agencies; serve as, and fulfill the roles of the Medical Health Operational Area Coordinator and ensure the coordination of a wide range of county and community health and hospital functions during county-wide emergencies; coordinate communications, resources, and personnel for medical/health emergency operational area needs.

Serve as the primary liaison and coordinate EMS and Disaster preparedness programs and related services, communications and information between staff, administrators, outside organizations, health care agencies, emergency service providers, and the public; investigate and resolve issues and conflicts related to assigned programs and services in a proper and timely manner.

Communicate, provide consultation, information and technical assistance to staff, administrators, outside agencies and/or the public concerning EMS, Disaster preparedness and injury prevention programs; provide technical information and assistance to the Deputy Director, Public Health Director, EMS Medical Director and/or Public Health Officer concerning assigned program related issues and activities.

Develop, implement and update the County's Emergency Medical Services Plan; participate in State-wide EMS system planning and coordination; Develop and annually review and maintain the Imperial County EMS protocols and policies. Develop and/or assist with training of policies and procedures, as well as local optional scopes of practice.

Establish, assess and implement criteria for surveying, reviewing, designating and approving base hospitals, specialty care and EMS training programs; coordinate activities with adjacent counties and EMS agencies to facilitate effective patient care services in county, state, and international border areas.

Assist in the development and preparation of the annual preliminary budget for EMS and disaster preparedness programs; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, prepare and administer grant work plans and budgets as directed.

Monitor and evaluate the County's emergency medical communication dispatch system; participate in the planning and coordination for system access through 911 including developing system protocols for ground and air ambulance dispatch triage and treatment.

Oversee and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to programs, services, plans, personnel, budgets, financial activity and assigned duties; develop, negotiate and monitor contracts, grants and agreements with public and private emergency service providers participating in the Emergency Medical Services system.

Develop, implement and monitor an ongoing quality assurance program including systems for data collection, analysis and reporting to enhance field, hospital, and specialty care centers emergency management of patient care; evaluate emergency medical services personnel in field care, identify deficiencies and develop and recommend corrective actions and training as appropriate.

Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning EMS, disaster preparedness and injury prevention programs; coordinate and implement public information and education programs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Management of the operations, services and activities of County-wide EMS and disaster preparedness programs.

Roles and responsibilities of Local Emergency Medical Services Agencies.

Modern emergency medical and disaster preparedness practices, plans, strategies, principles, terminology, equipment and techniques.

EMS system operations and requirements.

Paramedic, Advanced-EMT, and EMT practices and techniques in a field setting.

Operational and medical policies, protocols and procedures for public and private emergency service providers.

Local, State and federal standards, guidelines and requirements governing EMS and disaster preparedness programs.

Applicable laws, codes, regulations, policies and procedures.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.
Public relations techniques.

ABILITY TO:

Plan, organize and direct the operations, services and activities of County-wide EMS and disaster preparedness programs.
Coordinate communications, resources, trainings and personnel to meet the medical emergency needs of the community and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Develop, implement and update the County's Emergency Medical Services Plan.
Coordinate and conduct disaster and bio-terrorism trainings.
Provide technical assistance concerning EMS and disaster preparedness programs.
Develop and implement EMS and Disaster Response services, plans, goals, objectives and strategies.
Assess hospitals and specialty care centers to determine appropriate triage protocols.
Monitor, evaluate and coordinate program response to community emergency and disaster preparedness needs.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Bachelor's degree including course work related to public or business administration, healthcare management, emergency management, public health, nursing or other health related field and three (3) years of experience in emergency medical services, nursing or a health-related field with at least one (1) year of supervisory and/or program lead experience.

OR

Sixty (60) units including course work related to public or business administration, healthcare management, emergency management, public health, nursing or other health related field and five (5) years of experience in emergency medical services, nursing or a health related field with at least two (2) years of supervisory and/or program lead experience.

OR

Thirty (30) units including course work related to public or business administration, healthcare management, emergency management, public health, nursing or other health related field and six (6) years of experience in emergency medical services, nursing or a health related field with at least three (3) years of supervisory and/or program lead experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Clinical and office environment.

Driving a vehicle to conduct work.

Must be available to respond to emergencies during evenings, weekends, and/or holidays.
In the event of an emergency, must be able to work for extended periods of time.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.