



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Emergency Medical Services Manager DATE OPENED: 12/11/2017

DEPARTMENT: Sheriff/Emergency Medical Services CLOSING DATE: 12/26/2017

If you have any questions about this position vacancy, call: (406) 758 - 5504.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ 23.28 per Hour

PART TIME

SEASONAL

STARTING WAGE: \$ 24.46 per Hour

SALARY AT:

1 YEAR STEP: \$ 25.44 per Hour

2 YEAR STEP: \$ 26.46 per Hour

3 YEAR STEP: \$ 26.99 per Hour

TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: EMS Manager	Job Code: 05560
Department: Emergency Medical Services	Pay Grade: Stnd 35
Reports to: Flathead County Sheriff	FLSA Status: <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

Department Overview: The mission of the Emergency Medical Services (EMS) department is to provide support to our county medical response agencies by distributing tax levied funds for operations, uniform pre-hospital treatment protocols, agency medical direction, initial and continuing education to providers, and objective quality improvement /assurance evaluations to the system and agencies.

Job Summary: The EMS Manager is responsible for providing leadership and management oversight to the Flathead County EMS program. The Manager oversees and coordinates Flathead County's medical response agencies and departments in preparation for coping with emergencies or disasters with other local, state, and federal authorities. With the assistance of the EMS Medical Director, the EMS Administrative Board, and the Sheriff, the Manager will develop and manage a high performance EMS system of well-trained providers, providing optimum levels of care, operating with economic efficiency and accountability to our patients and our community.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Makes contact and establishes relationships with first response agencies (fire departments, ambulance services, hospitals, ambulance boards, disaster response, clinics, and medical flight agencies) throughout Flathead County and when necessary, adjacent counties
- Participates with first-response agencies to assess and fulfill EMS training needs and works closely with the agency training leads to assist with EMS training efforts
- Provide for initial and continuing education of our general providers at all levels. This can include a review of basic skills, but can also include providing education that expands their basic knowledge of healthcare to raise the level of care provided.
- Develops and maintains a database of qualified, capable, and available instructors
- Ensures that equipment is current and operational and that expendables are of sufficient quantity to meet the needs of the instructional programs. Recommends purchases of additional/ replacement equipment as needed. Maintenance of an accurate and current inventory is required.
- Provide management oversight for personnel that support the program
- Prepare the EMS budget for the administration of the office and education of the providers, assist in budget implementation and administer the approved budget.
- Oversee funds that are levied for the operational support of first response agencies providing emergency medical services to our citizens, and develop a formula to ensure the distribution of those funds in a fair and equitable manner.

- Coordinate the dispatch of and utilization of resources between the 911 Flathead Emergency Communication Center and the first response agencies
- Serve as liaison for the EMS Medical Director, medical providers, and agencies as directed
- Serve as an assistant to the Medical Director to assure communication and direction in achieving the goals and responsibilities of the EMS Program
- Assure that all agencies under the direction of the Medical Director are familiar with and in possession of the pre-hospital treatment protocols. Perform periodic case reviews to be assured of compliance with the protocols
- Develop a curriculum to help agencies successfully comply with the protocols of their Medical Director
- Respond to requests from the public or from agencies relative to concerns that reflect level of care, or standard of care from an agency
- Provides updated information and education to providers that enhance the operation of our EMS system, and assures compliance with new requirements or standards from the state or national regulations.
- Attend workshops, seminars and educational sessions to keep updated on changes in assigned area of departmental responsibility.

Non-Essential Functions:

- Provide educational support of the Emergency Medical Dispatch program used by the 911 dispatchers. This can include teaching as well as educating the responders that use the system.
- Perform other duties as assigned including managing special projects, attending operational area meetings and conferences, developing educational material to present to business, professional and community groups, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking sometimes on steep, rough terrain.
- Use hands to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Work indoors/outdoors under adverse, stressful conditions with possible exposure to hazardous materials.
- Occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.
- Required to carry a cell phone and is subject to recall at any time during an emergency and may be required to work long hours without normal days off.
- Must be able to travel in assigned vehicle to emergency scenes, meetings or public events in order to complete office assignments.
- Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, shouting, and yelling.

Supervision Exercised:

The position will provide supervision of support EMS personnel.

Knowledge, Skills, and Abilities:

- Knowledge of modern principles, methods, and practices of emergency medical services and systems.
- Knowledge of community resources available for answering calls for emergency medical service; federal, state and local laws and regulations governing public EMS systems.
- Knowledge of Montana Administrative Rules that apply to EMS Certification and Training, EMT scope of practice, and statutory personal responsibilities.
- Knowledge of Department of Transportation/National Highway Traffic Safety Administration National Standard Curricula for EMT-First Responder, EMT-Basic, EMT-Intermediate, and EMT-Paramedic.
- Knowledge and skill to develop and implement operational procedures and protocols.
- Knowledge and skill to collect and analyze data to establish/identify needs and to evaluate program and system effectiveness.
Ability to utilize computer hardware/software to effectively perform duties required in the support of educational programs (word processing, spreadsheets, web browser, presentation software, academic information systems).
- Ability to coordinate, implement and manage multiple projects and activities
- Ability to communicate effectively verbally and in writing
- Ability to bring together all emergency medical service representatives within Flathead County to form a coalition of EMS responders by working effectively with a variety of agencies and individuals
- Ability to create curriculum appropriate for all levels of emergency responders applying the principals of learning and practice in group instruction.
- Ability to relate to and work with co-workers of the Office of Emergency Services and the willingness to work as a team to serve the public in emergency management.
- Ability to obtain/maintain a valid Montana driver's license.

Education and Experience:

Incumbent must have a minimum of three years' experience in a management position with successful supervisory and budgetary oversight. Management experience in EMS is desirable. A Bachelor's degree in Health care/Applied Health Science from an accredited institution is preferred. Equivalencies may include an associate's degree in a related field and five (5) years' experience, or a high school diploma and seven (7) years directly related training and experience.

Incumbent must be a licensed EMS provider in the State of Montana at the level of Paramedic or above, or be able to obtain Montana licensure at that level within 6 months of employment.

Incumbent must have a Lead Instructor endorsement in Montana or obtain one within 1 year of employment.

<u>Action</u>	<u>Date</u>	<u>Reference</u>
Adopted	08/11/09	Commissioners' Minutes
Revised	06/10/10	Commissioners' Minutes
Revised	05/06/13	Commissioners' Minutes
Revised	07/01/14	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	09/01/15	Commissioners' Minutes