

**EMS Director
Jeff Davis County Ambulance**

Job Function Summary: Jeff Davis County Ambulance (JDCA) has an opening for a qualified person to replace our retiring EMS Director. This position is a unique opportunity for the right individual looking for a slower pace in a rural, sparsely populated area where community means everything.

The EMS Director is responsible for:

- Staff operations, business planning, and budget development
- Ensuring all components of the service are following professional standards and state and federal regulatory requirements
- Overseeing, supervising, managing, and directing the administration and operation of Jeff Davis County's emergency medical service, the Jeff Davis County Ambulance (JDCA).

The Director will be required to respond to emergency calls as needed. Most of the Director's time will be spent indoors in an office setting while performing administrative functions. The EMS Director must exercise initiative, resourcefulness, and sound judgment when interpreting established policies, goals, and objectives and when addressing sensitive, political, legal, and otherwise complex system issues. When responding to emergency calls, the Director may be required to perform strenuous activities in extreme conditions and under physical/mental stress. The Director must possess a high level of problem-solving skills and the ability to coordinate and direct emergency operations in challenging situations associated with providing emergency medical treatment in the field. The EMS Director reports to, and works closely with, the Jeff Davis County Judge as well as County Commissioners.

Interested candidates should submit their resume and copies of relevant certifications to:

**EMS Director Vacancy
Honorable Judge Curtis Evans
Jeff Davis County Judge
PO Box 836
Fort Davis, TX. 79734**

Background:

Jeff Davis County Ambulance is an agency of Jeff Davis County, located in far southwest Texas amid the Davis Mountains and within what is known as the lower Trans-Pecos region. Within Jeff Davis County is the unincorporated village of Fort Davis which is the county seat, and the incorporated city of Valentine. Jeff Davis County covers 2,265 sq mi and has approximately 2000 residents. The Davis Mountains State Park, the Fort Davis National Historic Site, and the University of Texas McDonald Observatory, a world-class night-time observatory, are located within our county.

Duties and Responsibilities:

- ☑ Serves as Administrator of Record as required by the Texas Dept. of State Health Services.
- ☑ Responds to EMS calls for service as needed.
- ☑ Responsible for maintaining an adequate staff of certified emergency medical technicians and paramedics necessary for emergency response.
- ☑ Responsible for Infection Control program.
- ☑ Develops, implements, and monitors plan for delivery of emergency medical services based on established goals and objectives that assure the provision of competent prehospital patient care.
- ☑ Establishes and develops short- and long-range goals and objectives to ensure the operational effectiveness of the agency.
- ☑ Works with the agency Medical Director to develop, implement, revise, and monitor the use of established system-wide treatment guidelines as well as policies and procedures for all patient care activities from dispatch through triage,

treatment, transport, and/or release. Makes recommendations to Medical Director for changes to treatment guidelines and policies to remain current with national standards of care and state and federal regulatory requirements.

- ☑ Supervises staff, evaluates performance and adherence to established policies.
- ☑ Supervises scheduling, staff licensing and certifications, performs disciplinary actions including hiring and termination of volunteer and paid EMS staff.
- ☑ Determines personnel policies, practices, and procedures related to staff recruitment including training, patient care, records administration, job performance, and job descriptions.
- ☑ Performs regular Quality Assurance/Quality Improvement reviews of patient care provided by staff with the goal of assuring the provision of the best possible patient care which meets the current National Standards of Care.
- ☑ Develop, implement, and oversee operations budget to include tracking of income and expenditures.
- ☑ Manage department resources to include supplies, equipment, vehicles and training. Responsible for maintaining adequate inventory to meet the needs and projected needs of the service.
- ☑ Responsible for fleet maintenance and management
- ☑ Responsible for the supplies ordering, inventory, and record keeping of controlled substances according to DEA guidelines.
- ☑ Establish positive working relationships with local law enforcement and volunteer fire dept.
- ☑ Completes monthly and quarterly reports as required.
- ☑ Establish and maintain positive and professional working relationships with area EMS agencies
- ☑ Establish and maintain positive and professional working relationships with managers, other staff, other governmental jurisdictions, vendors, and the public
- ☑ Be a participating member of the Texas Regional Advisory Council – J
- ☑ Must be familiar with the principles and concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS).
- ☑ Perform basic clerical functions such as answering phone calls, filing,

Knowledge, Skills, and Abilities:

Should possess required knowledge, skills, abilities, and experience to be able to explain and demonstrate essential job functions.

- ☑ Knowledge of modern management principles and practice
- ☑ Knowledge of budgeting methods and systems
- ☑ Knowledge of supervisory and management techniques and principles
- ☑ Knowledge of financial accounting, reporting, management, and financial forecasting methods
- ☑ Knowledge of applicable local, state, and federal regulations
- ☑ Skill in managing the activities of personnel engaged in organizational functions
- ☑ Skill in developing and implementing plans to achieve set goals and objectives
- ☑ Skill in data analysis and problem-solving
- ☑ Ability to provide professional development and mentoring to personnel
- ☑ Ability to communicate effectively both verbally and in writing
- ☑ Ability to work and coordinate between multiple agency and governmental structures to meet inter-agency and local agreements goals and objectives
- ☑ Ability to develop, implement and administer goals, objectives, and procedures for providing effective and efficient services for the areas currently served.
- ☑ Ability to apply appropriate initiative, discretion, judgment, and organizational skills to a variety of projects, assignments, and situations.
- ☑ Proficiency in Microsoft Office products and tools

Required Education & Experience:

- ☑ Must have current Texas and NREMT-Paramedic certification with a minimum of five (5) years of continuous active service with an accredited EMS 911-based agency licensed for patient care and transport. If needed, must be able to obtain Texas certification within 30 days of hire.
- ☑ Must possess current CPR, ACLS and PALS certifications.
- ☑ Bachelor's degree in business administration, emergency management, emergency services or related field. A combination of education, training and experience which provides the necessary skills and abilities to perform required job responsibilities may be considered in lieu of these requirements.

- ☐ Minimum of three (3) years of progressively responsible administrative experience in the provision of emergency medical care in a 911 EMS transport service, two years of which were in a managerial capacity.
- ☐ Must have a working knowledge of the Texas Department of State Health Services rules on trauma and be familiar with the Texas Administrative Code Title 25 §157.11 and Texas Health & Safety Code Title 9 §773