

**MONO COUNTY  
BARGAINING UNIT: At Will  
BOS APPROVAL:**

**GEMS Code:  
Date Established 6/07/2016**

**MONO COUNTY EMERGENCY MEDICAL SERVICES  
CHIEF**

**DEFINITION**

The Chief of EMS serves as the administrative Department Head of the County EMS Department, managing those functions that support the ability of the department to deliver the highest quality of medical/trauma patient care possible. Has primary administrative responsibility to develop and coordinate training of department EMS personnel and for compliance with State & Federal EMS requirements. Has primary response responsibility for incident emergency response to include supervision of on-scene personnel as well as command and control.

**DISTINGUISHING CHARACTERISTICS**

This position is At-Will and has direct managerial responsibility for the entire Emergency Medical Services department and staff. Work is accomplished within a broad framework, with authority and responsibility for a large service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

**REPORTS TO**

Mono County Chief Administrative Officer.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

EMS Department Captains, Training Officer, EMT-Paramedics, EMT-Basic, EMT-Advanced and reserve personnel.

**EXAMPLES OF DUTIES**

Duties include but are not limited to the following:

- Plans, directs, organizes and evaluates the department's EMS activities for all operations personnel;
- Develops EMS training and related task books; schedules periodic proficiency evaluations etc. in conjunction with Shift Captains and training Captain to meet the needs of the department;
- Develops departmental policies and provides technical assistance and review for departmental policies; interprets department policies and procedures to employees;

- Develops short and long-range goals for the department;
- Oversees departmental revenues and expenditures, supervises inventory control of all operational materials, equipment and supplies;
- Performs research and implements programs to ensure the EMS department operates in an efficient and effective manner;
- Performs liaison activities with members of various institutions and agencies;
- Presents operational issues to special interest groups, citizen groups, service organizations, legislative committees and media;
- Acts as a Section Chief or other ICS Command Staff role in a large scale incident involving an EOC or IMT;
- Assumes the Medical area coordinator position under the MHOAC;
- Keeps County CAO and Board members fully informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing problems;
- Attends meetings, conferences, workshops and training sessions, and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in EMS;
- Communicates with others to maximize the effectiveness and efficiency of intradepartmental operations;
- Provides assistance to local Fire Districts, including EMT basic and FRA training;
- Plans and develops department budget to include such materials as equipment, supplies, improvements and related needs;
- Participates in hiring, evaluating, promoting and/or disciplining EMS personnel and related matters;
- Investigates problems concerning procedural and medical incidences;
- Responds to citizen's questions and comments in a courteous and timely manner;
- Primary liaison to the County LEMSA, State EMSA and other EMS providers in the area;
- Attends meetings of the EMS advisory board and EMCC and reviews recommendations and plans accordingly;
- Determines and oversees scheduling of daily shift assignments and constant manning requirements;
- Establishes and maintains effective working relationships with personnel, including monitoring general levels of job satisfaction, identifying potential or existing problems, and taking the appropriate corrective measures to ensure an expedient resolution;
- Investigates problems concerning procedural and/or operational incidences.

#### **Additional Job Duties**

Provides effective leadership, mentorship, and supervision to subordinate field personnel, including interpretations of department, County, and other applicable regulations and policies to ensure compliance and consistency of applications.

Facilitates and coordinates efficient communications between dispatch, law enforcement, paramedics, and other related emergency response personnel and

ensures all emergency response activities are conducted in a manner consistent with prescribed policies and procedures and in a safe manner.

**Knowledge of:**

- Duties and knowledge required of a EMT, Paramedic and EMS training officer;
- Fire/EMS emergency scene operations to include strategy and tactics, and overall hazard mitigation;
- Geography of County of Mono and surrounding areas;
- Current Emergency Medical Services techniques, including all related equipment;
- State and Federal Laws, Codes, Regulations and Legislation, basic knowledge of human resource policies;
- Budgeting, technical writing/grant writing and course development;
- Computerized records management systems, EMS computer applications, EMS reporting procedures;
- Ability to evaluate data and report findings;
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), EMS software and CAD.

**Ability and willingness to:**

- Establish and maintain effective working relationships with County Administration, other County employees, local government agencies, area businesses, civic and community organizations, and the general public;
- Respond to emergency and non-emergency calls, develop strategies and command tactical operations and provide safety oversight at the scene as required;
- Maintains an effective and respectful work environment;
- Adapt to changes in how business is conducted and work is accomplished in a positive and timely manner;

**DESIRABLE TRAITS:**

- Provide leadership through adaptability/flexibility, anticipatory thinking, dynamic optimism, organizational/time management, decisiveness, proactive engagement, and resiliency;
- Provide strategic management through positioning, business process enhancement, change implementation and management, empowerment, and being an environmental catalyst;
- Coach performance through mentorship, talent and team development, conflict resolution, and team facilitation;
- Communicate to give direction and guidelines, provide meeting facilitation, give presentations and storytelling;

**TYPICAL PHYSICAL REQUIREMENTS**

Work may include sitting, walking, bending, stooping, and lifting weights of approximately 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to the elements of nature; cold, hot, rain, snow, sleet, ice, etc.

### **TYPICAL WORKING CONDITIONS**

Work is normally performed in an office or EMS station environment but may occasionally be subject to outside environments that may include cold, heat, wind, rain and loud noise. The employee in this class may be subject to extreme environmental conditions and is subject to potential personal danger at emergency scenes from fire & smoke, traffic hazards, blood borne pathogens, hazardous materials, etc. Travels by car or plane to classes and seminars. Sometimes drives department vehicles to incident sites.

### **DESIRABLE QUALIFICATIONS:**

- College graduate from an accredited college or university with a Bachelor's Degree or Associates Degree in public administration or Emergency Medical Services, plus ten (10) years of experience in a public Service based EMS organization; or
- Any combination of education and experience which provides the required knowledge, skills and abilities necessary to perform the work;
- 10 years or more experience as a field paramedic;
- 5 years related Emergency Medical Services or fire services experience at a supervisor level or higher;
- Extensive knowledge of EMS system design;
- ICS 400 certification.

#### **Computer skills**

- Uses standard office equipment, including a computer, in the course of work;
- Used tools and equipment that pertains to training, medical and rescue situations.

#### **Special Requirements**

- Possesses a valid California class C drivers license;
- Possesses and maintain and ICEMA region EMT basic certificate.

**The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall constitute a contract of employment. Mono County assumes no responsibility for the accuracy of the document and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer @ process" and are subject to the Memorandum of Understanding or individual employee "At-Will" contract currently in effect.**