

**North Hays County ESD1
North Hays EMS
Deputy Chief (Operations)**

FLSA Status:

Exempt

Description:

- Provides support to the Chief in planning, logistical, operational, and financial workings of North Hays County EMS. The Deputy Chief (Operations) is responsible for providing direct supervision to the shift supervisors and EMS operations including instructing, assigning, reviewing, and planning work of others, monitoring standards, coordinating activities, allocating personnel, and recommending employee transfers, promotions, salary increases, hire, termination, rewards, and discipline as appropriate. This position responds to emergency and non-emergency incidents both during regular work hours and after hours as appropriate and will operate within the stated guidelines to command, assist, and/or operate at incidents. The employee functions as a representative for the department in dealing with public concerns and community partners. This position ensures equipment, personal protective equipment, and supplies to provide all levels of EMS service are available and kept in working order. This position is responsible for planning, implementing, reviewing, and recommending goals, objectives, plans, and programs for the department. The employee will actively assist in the preparation and submittal of the department budget and performs duties as acting Chief as needed. This position will assist in other functions as requested by the Chief.

Supervision received and exercised:

- Receives administration direction from the ESD 1 Chief.
- Exercises direct and indirect supervision over all EMS Operations and Special Events staff.

Examples of Duties:

Essential duties may include, but are not limited to the following:

- This employee will perform administrative and supervisory level work, guiding decisions and actions on a daily basis. This employee serves as a role model and resource for employees while fostering and promoting servant leadership within the organization. This
- Assume direct management responsibility for North Hays County EMS Operations division including but not limited to EMS Field Operations and Special Events.
- Work with the EMS Chief to manage the development and implementation of North Hays County EMS goals, objectives, policies, and priorities for Operations; establish, within Department policy, appropriate service and staffing levels; allocate resources accordingly.
- Coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place, and/or sequence of operations.
- Functions in a supervisory/managerial capacity for a group of workers. Including the ability to make decisions on procedural and technical levels.
- Utilize a variety of advisory and design data and information, such as local, state and federal laws, regulations, policies and procedures applicable to the operation of emergency medical service programs.
- Apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

- Exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria as opposed to that which is clearly measurable or verifiable.
- Work in this position requires a vast amount of managerial knowledge, effective teamwork, and independent decision-making.

QUALIFICATIONS

The qualifications of the EMS Chief are set by the ESD 1 Board of Directors.

- **Experience and Training Guidelines**
- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
 - Experience
 - 15 years of career EMS experience with an EMS department, including officer-level command and supervisory experience as well as experience managing activities of EMS personnel; administrative experience including strategic planning, developing and maintaining budgets, developing and implementing educational plans, developing and implementing employee work and/or training schedules, developing and maintaining logistics plans.
 - Education
 - Equivalent to the completion of the twelfth grade supplemented by specialized training in EMS administration, incident command and leadership.
-OR-
 - College degree, preferably with course work related to emergency medical services administration, business administration, or public administration.
- **Required License or Certificate**
 - Possession of an appropriate valid Texas driver's license.
 - Possession of certification or licensure of EMT-Paramedic by the Texas Department of State Health Services.
 - Possession of ACLS certification (within one year of employment)
 - Possession of PHTLS or BTLIS certification (within one year of employment)
 - Possession of PALS certification (within one year of employment)
 - Other medical certifications as required by North Hays County EMS
- **Other qualifications**
 - Acceptable driving record.
 - Clean criminal background check
 - Must not appear on CMS Exclusion List.
 - Must not appear on any registered sex offender list