



Greenwood County, SC

Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).
Class Title: Emergency Services Director	Department: EMS Operations
Pay Grade: 227a	Revised: 7/1/15

General Description

The purpose of this class within the organization is to direct and supervise the operations of Greenwood County Emergency Medical Service, Emergency Management, and Fire Coordination services. Oversees emergency responses, providing field personnel with the information, supplies and equipment needed to provide prompt, quality consequence management in all emergency responses in Greenwood County. Ensures compliance with all policies, procedures, and protocols required by Greenwood County, South Carolina State Government and United States Federal requirements. Develops emergency plans, coordinates and implements a comprehensive emergency preparedness/management program for Greenwood County. Coordinates emergency resources, information, services, and facilities within the jurisdiction for use in emergency situations. Prepares and administers department budget. Supervises subordinate personnel and volunteers; reviews work of subordinates for completeness and accuracy. Responds to emergency calls when needed.

This class works under limited administrative supervision, developing and implementing programs within organizational policies and reports major activities to the County Manager through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Plans, organizes, and administers Emergency Medical Services, Emergency Management and Fire Coordination activities for Greenwood County. Develops, implements, and enforces policies and procedures to maximize department effectiveness and efficiency.

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Supervises professional, technical, and clerical staff; supervisory duties include; scheduling, instructing, assigning, reviewing, and planning the work of others, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, recommending and/or approving employee transfers, promotions, discipline, and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Ensures subordinates' compliance with established protocols and all applicable state and Federal regulations.

Oversees emergency responses; coordinates activities with other County departments and agencies.

Coordinates the development of effective and comprehensive emergency operations plans for Greenwood County, local government departments and other organizations within the jurisdiction. Develops and prepares materials for local emergency operations programs; assists schools and industries with preparing disaster plans. Plans and conducts simulated exercises to test plans and to train key personnel.

Serves as the liaison between County, State and Federal agencies. Develops budgets; assists with equipment purchases and maintenance.

Serves as the County Emergency Services Director. Using personnel from the Emergency Medical Service, Fire Departments, Emergency Management and Emergency Preparedness Auxiliary, searches for lost persons and drowning victims. Provides recovery services in time of disaster or other emergencies.

Coordinates the development of emergency plans and procedures concerning the handling of hazardous materials incidents, storage of hazardous materials and the release of information to the public.

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Operates the Emergency Operations Center in time of emergency or disaster. Maintains and implements the County-wide warning system; enhances system as deemed necessary. Applies for Federal financial assistance for emergency response purposes.

Directs the personnel, budget, purchasing, payroll and inventory control functions of the department. Prepares, presents and monitors the department budget. Coordinates and directs public awareness programs and special events.

Interacts and communicates with various groups and individuals such as the County Manager, co-workers and subordinates, volunteers, County department heads and employees, EMS personnel, fire department personnel, law enforcement personnel, other emergency agencies, state and Federal agencies, the Department of Education, school personnel, American Red Cross personnel, media representatives, sales and service representatives, hospital personnel, government officials, and civic organizations. Also interacts with sales representatives, S.C. Wildlife Department officers, rescue squad personnel, the Coroner, the Solicitor, attorneys, public utility workers, patients and their families, news media, lifeguards, DHEC inspectors, nursing home personnel, inmates, funeral home personnel, morgue personnel, pathologists, Poison Control Center personnel and the general public.

Responds to emergency calls as needed, providing basic and advanced life support treatment to patients, as well as transportation to appropriate medical facilities. Performs such duties as cardiac monitoring, medication calculation and administration, splint application, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen and IV therapy administration, sterile suctioning, defibrillation, ECG monitoring and the management of cardiac arrest and severe trauma patients. Operates an ambulance and a wide range of lifesaving / life supporting equipment; tools, generator, safety gear, siren, medical instruments and supplies.

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Additional Duties:

Procures an adequate inventory of medicine, supplies and equipment; ensures all crews are equipped with properly functioning equipment. Evaluates new products and current inventory as needed and develops specifications for new equipment and ambulances.

Receives and responds to inquiries and requests from the general public; investigates complaints regarding subordinates and takes appropriate personnel action.

Receives, reviews, prepares and/or submits various documents including billing invoices, patient records, payroll sheets, job applications, performance appraisals, diagnostic reports, training reports, monthly reports, policies and procedures, memos and correspondence.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.

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People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

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Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers, crime victims, patients, customers, clients or others in the general public; works in a very fluid environment with guidelines, but significant variation.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is very serious - affects entire organization and the general public and loss of life and/or damage could occur.

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Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves sitting most of the time, but may involve walking or standing for brief periods of time; requires little or no dexterity.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves occasional exposure to radiation, disease/pathogens, potentially violent environments, traffic hazards and inclement weather.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

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Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in business, liberal arts, Disaster Preparedness, Emergency Management, Crisis Management or closely related field.

Requires six years in Emergency Management and four years in a supervisory role OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

None

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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