

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Emergency Services Captain-Admin

Department: CH Ambulance

Reports to: Emergency Services Director

Pay Grade: F *

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to perform secretarial tasks for the Richland County Ambulance and Emergency Management Departments and manage the departments in the absence of the Director. This position is also expected to function as an Advanced EMT on the ambulance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains valid State Licensure as an AEMT, scheduled as a crew member in response to calls for service during shifts.
- Performs a variety of secretarial tasks:
 - Answers telephone -- provides information to caller related to both Departments;
 - Opens daily mail -- distributes mail to appropriate recipients and answers mail as appropriate;
 - Provides responses to routine correspondence or questions from vendors, the public and other departments;
 - Greets visitors, answers questions, assists in the completion of forms for both Departments;
 - Prepares and maintains minutes of designated committee meetings;
 - Operates and maintains office equipment (computers and printer/copier) and ensures routine maintenance;
 - Orders and maintains office supplies;
 - Tracks Director's calendar;
 - Assists in developing agenda for designated meetings and ensures proper posting;
 - Maintains schedule of meetings in conference/EOC;
 - Maintains filing system for both Departments;
 - Designs and originates forms as appropriate to report, record, or analyze information required for Department of personnel activities;
 - Schedules and implements ambulance transfers.
- Maintains medical records and HIPAA compliancy for Ambulance operations
- Maintains EMT call schedule
- Performs a variety of accounting tasks:
 - Creates billing statements for municipality annual fees and applicable calls for service;
 - Acts as a liaison between Billing Company and Service;
 - Distributes copies of Department bills and receipts to County Clerk's office for record keeping;
 - Deposits payments received weekly to County Treasurer;
- Maintains EMT records including:
 - Prepares Paid-on-Call run count for payroll;
 - Maintains current EMT list for liability insurance records;
 - Maintains and coordinates EMT vaccination and immunization records;
 - Assists in scheduling training;
 - Maintains Wi-CAMS records;
 - Maintains CPR and State license expiration dates;
 - Maintains EMT phone and auto license list.

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- Performs variety of training tasks:
 - Assists in on-boarding and training of new and prospective members;
 - Maintains AHA certification as CPR Instructor, teaching variety of CPR and first aid classes and performing data entry and assignment of completion cards;
 - Teaches and maintains records for Stop the Bleed classes.
- Manages Department in absence of Coordinator/Director with the following duties:
 - Manage the Ambulance call schedule;
 - Maintains an understanding of EOC operations;
 - Manages and takes responsibility as required for emergency situations in or out of the office;
 - Maintains knowledge of county, roads, road conditions and advisories during times of disaster.
- In times of disasters, manages tasks as assigned such as logistics and coordination of resources, public information, damage assessments, and communication with municipalities.
- Attends trainings and education as required to stay current in changes to programs, procedures, and form requirements.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- Valid Wisconsin Driver's License;
- High School diploma with three years' secretarial experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid Wisconsin AEMT license;
- Current AHA BLS Instructor certification;
- NIMS IS-700 & IS-800 training;
- ICS training level 100, 200 & 300;

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well – established policies, procedures and standards.
- Ability to communicate effectively with Director, other County department staff, emergency responders, physicians, nurses, patients and families, billing company representatives, insurance company representatives, emergency communication personnel, State Division of Emergency Management, and the public.
- Ability to communicate with Joint Ambulance Committee, County Board members, vendors, contractors, other county departments.
- Ability to use data and information such as regulations, blueprints, protocols, guidelines, correspondence and laws.

Mathematical Ability

- Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.

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Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing, data entry and assembling.
- Ability to operate equipment and machinery requiring adjustments. Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to exert mildly physical effort in moderate to heavy work, including lifting carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch, and crawl. Ability to climb and balance.
- Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease and/or dust, to work under potentially hazardous and uncomfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date