

Richland County Position Description

Position Title:	Emergency Services Director	<input type="checkbox"/>	Exempt form FLSA
Department:	Ambulance / Emergency Management		
Reports to:	County Administrator	Pay	
		Grade:	K
		Hours per	
Date:		Week:	40

PURPOSE OF POSITION

The purpose of this position is to manage the Richland County Ambulance Service and Emergency Management Department.

The Emergency Management position requires the director to develop and implement comprehensive emergency management programs for Richland County in accordance with local, state, and federal laws, rules, regulations and plans. In direct coordination with the LEPC Chair, maintains the Emergency Planning and Community Right-to-Know Act (EPCRA) files and databases necessary for conduct of the program. The Director will be responsible for the annual completion of the State emergency management Plan of Work (POW). The Director is on-call at all times to manage emergencies within Richland County or the Southwest Wisconsin Emergency Management (WEM) Region, when mutual aid compacts are enacted. Early morning, evening, and weekend meetings and training events will be necessary and common to achieve desired levels of collaboration across the community of stakeholders.

The EMS Director must be knowledgeable in all areas of pre-hospital emergency care, develop and maintain pre-hospital emergency medical protocols and policies, and keep abreast of all federal, state and local laws and regulations regarding pre-hospital emergency care and billing. The EMS Director must ensure 24/7 EMS coverage and act as a liaison between the Medical Director and Ambulance Service.

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.

General

- Ensures County-owned equipment is maintained.
- Maintains knowledge of current laws and regulations. Ensures that current ordinances and/or resolutions support the legal basis for the programs, including Federal and State mandates.
- Prepares, recommends, and monitors annual budgets for respective Department.

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- Maintains positive public relations by providing information to the civic groups, schools, County departments, news media, farmers and general public;
- Ensures all local, state, and federal reports are processed in an accurate and timely manor.
- Ensures all documents and records are maintained appropriately.
- Designates and maintains office hours needed to properly administrate the emergency management and ambulance programs and ensures their availability to the general public and county departments.
- Attends and participates in meetings and seminars related to the Departments.
- Attend training as required to stay current in changes with Emergency Management and EMS.
- Applies for and manages grant funding relating to disasters, terrorism issues, and operational needs.
- Functions as Facility Manager for Emergency Services Building.

Emergency Management

- Implements preparedness strategies as outlined in the Integrated Preparedness Plan; updates the IPP on an annual basis as required by Wisconsin Emergency Management (WEM).
- Maintains and updates the County's Emergency Response Plan annually.
- Implements the strategies within the County's Hazard Mitigation Plan, with updates completed every five years.
- Acts as principal advisor to the County Administrator regarding the overall operations or actions to be taken in emergency situations.
- Plans, organizes and directs county natural and technological disaster response plans in conformance with State Disaster Plans.
- Develop off-site SARA plans for facilities using or storing hazardous materials.
- Ensures weather spotters training is provided and weather spotters activated when necessary. Assist in weather spotting when needed.
- Prepares and submits available grant applications, including those for the Vernon County HAZMAT (Hazardous Material) Type III Team.
- Must maintain a working knowledge of CAMEO program.
- Responsible for training of emergency responders relating to terrorism issues.
- Coordinates the County's response to disasters within the county.
- Maintain situational awareness of county road conditions and advisories.
- Advise the Administrator of WEM through the Regional Director for all emergency management planning for the County and render such reports as may be required by the Administrator.
- Maintains the Emergency Operations Center (EOC).
- During a disaster, perform a variety of duties such as:
 - Assist/advise public and municipal officials seeking Federal Aid/loans;

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- Coordinate responders (DNR, DATCP, Fire Departments, Hazmat Teams, Federal EPA, etc.) during a hazardous materials release.
- Act as a liaison between Red Cross, Salvation Army and other non-governmental organizations (NGOs).
- Complete damage assessment, compile data, and report to State and Federal officials in order to request assistance.
- Assist eligible entities in completion of proper forms for State and/or Federal disaster funds.
- Maintains a working knowledge of the products provided by the National Weather Service.
- Establishes a method of supervising and documenting expenditures, losses, damages, injuries, fatalities, and other such statistics to establish claims for subsidy aids, reimbursements, reconstruction assistance, or aid in resolving problems from post-disaster claims.
- Assists in creating and maintaining emergency response plans for County special events when necessary.
- Answers questions of local companies and municipalities about Tier II forms for hazardous, flammable or otherwise toxic chemicals.

EMS

- Ensures Service license is maintained along with operational plan submitted to the State.
- Ensures all EMS staff maintain necessary certifications.
- Manage staff to ensure work rules and procedures established by the County are followed.
- Advises the County administrator on matters regarding EMS.
- Functions as liaison between Service and Medical Director, Joint Ambulance Committee, and County Board.
- Implement goals and priorities as set forth in the Business Plan.
- Manage EMS Staff ensuring daily operational tasks are being completed.
- Ensures ambulance coverage as required per statute.
- Meets frequently with hospital emergency room staff.
- Responds to ambulance calls.
- Completes monthly staff schedule.
- Developing appropriate policies and plans for the Service.
- Ensures the positions of Training Officer, QA/QI Designee, WARDS Designee, Infection Control Officer are filled and reported to the State.
- Regularly updates medical protocols in coordination with Medical Director and Training Officer.
- Establish and maintain quality assurance/improvement program.
- Ensures Service is utilizing industry best practices.
- Coordinates staff training and recruitment.

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- Coordinates CPR training based upon request/need.
- Ensures ambulances meet state inspection standards.
- Supervises Medicare and Medical Assistance reporting and third-party billing.
- Supervises office activities.
- Assists other ambulance services within Richland County; supervise the EMS for Children.
- Ensures OSHA 1910 regulations are met.
- Creates and maintains a highly infectious disease plan.
- Functions in a command staff role during a multi-casualty incident.
- Assists Richland Center Hospital with policies in EMS;
- Creates and maintains policies and Standard Operating Procedures (SOPs) approved by the medical director; ensure proper distribution of such documents.
- Assists fire departments, law enforcement and first responders in purchasing/maintenance of medical equipment and supplies for emergency response.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Five years previous management experience in related field.
- Valid Wisconsin AEMT as well as NRAEMT certification.
- Valid WI Driver's license and unlimited access to reliable transportation.
- Current AHA BLS Instructor certification.
- Demonstrates working knowledge of Wisconsin Administrative Codes and Wisconsin State Statutes related to EMS and Emergency Management.
- ICS training level 100, 200 & 300 and NIMS IS-700 & IS-800 training.
- Acquire Wisconsin Certification for Emergency Managers (WCEM) within two years of hire.
- Ability to use the WARDS - Wisconsin Ambulance Run Data System.
- Working knowledge of computers, computer programs, typing, and data entry.
- Pass extensive background check.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to train, empower, and guide others in maintaining and improving knowledge and skills necessary to Scope and role.

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- Ability to communicate effectively with County Administrator, Medical Director, staff, other emergency responders, elected officials, physicians, nurses, patients and families, emergency communication personnel, and the public.
- Ability to read and comprehend federal, state, and local policies and regulations.
- 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 comprehend and interpret a variety of documents including patient medical assessments, medical diagnosis and medication recommendations, medical protocols, letters and memos, state and federal rules and regulations manuals, professional journals and papers EMS textbooks and budget sheets.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.
- Ability to measure appropriate medication dosages.

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.
- Ability to apply abstract thinking to perform tasks.
- Ability to work in stressful environments.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.

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- 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 lift and carry a minimum of 80lbs.
- Ability to move, manipulate and guide medical tools and equipment.
- Ability to physically respond to a variety of calls such as medical calls, trauma, lift assist, extrication, hazardous chemical, mass casualty incidents, long medical transports, scenes of physical violence, industrial accidents and active fire ground scenes.
- Ability to operate an emergency vehicle.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability to work under potentially hazardous and uncomfortable conditions in environmental factors including but not limited to temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease and/or dust.

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