

<b>Job Class Code: 7351</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to oversee aspects of Emergency Medical Services (EMS) under the direction of the Chief Medical Officer. The class is responsible for managing staff; monitoring daily logistical needs, quality improvement, and special projects; assisting with the planning, development and implementation of policies and programs for EMS; facilitating organizational goals, and evaluating programs. The class works within broad policy and organizational guidelines, regularly exercising discretion; independently plans and implements projects; and reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises staff including training, assigning and evaluating work, counseling and disciplining.
- Monitors federal, state, regional and local laws as well as rules, policies, procedures and emerging trends in public protection.
- Develops recommendations to senior management for improved or expanded public protection capabilities.
- Assists the Chief Medical Officer with developing and recommending long range goals, polices, and procedures to enhance or improve emergency response capabilities.
- Cooperates with federal, state, regional, and local emergency management activities to enhance efficiency and responsiveness in public protection.
- Establishes and maintains liaisons with other city departments and outside agencies.
- Serves on committees, boards, or other activities engaged in determining goals, objectives, and policies for emergency preparedness.
- Conducts studies, special projects, and research to identify public protection requirements.
- Assists with programming and budgeting for personnel, capital improvements, and major equipment acquisitions.
- Monitors EMS resources to include EMS reporting, EMS Logistics, EMS Dispatch, EMS Operations, and other special programs.
- Researches new techniques in emergency medicine.
- Demonstrates extensive knowledge of EMS practices and procedures.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Directs or commands others by issuing orders and instructions.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to units or divisions of the organization.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions, geometric construction, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.
<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.

<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree from an accredited university with major course work in fire science, emergency medical services, information systems, public administration or a closely related field. Master's degree preferred.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience with at least four years at the EMS officer level.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license or CDL and a driving record in compliance with City Driving Standards. Special protective services skills and/or equipment certifications are required such as EMT-Paramedic, ACLS, PALS, BLS HCP, ICS-300 and 400, IS-100, 200, 700 and 800.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*