**Section 100 – Management & Administration**

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| Human Resources – 101 | | | |
| S.O.P # 101.23 | **Job Description – Chief** | | Page: 1 of 4 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**101.23.01 Job Summary**

The Chief is the Chief Executive Officer (CEO) for the District. Responsibilities include budgeting, planning, coordination, and implementation of all District programs, activities, and policies established by the Board of Directors. The Chief coordinates the operations of the District with other local, regional, and state agencies and with other governmental agencies. Other duties may include functioning as a Duty Officer and/or EMS Command Officer at emergency scenes.

The work requires an in-depth knowledge of emergency medical services, administration and management principles, and law related to Oregon EMS and related administrative practices. The Chief must possess the ability to deal effectively with paid and volunteer personnel, elected officials, other agency personnel, the media, and the general public.

**101.23.02 Essential Job Functions**

* Oversees the daily operations of the District in accordance with Federal, State, and County laws, regulations, policies and procedures.
* Oversees the ordering of, inventory and record keeping of controlled dangerous substances according to standards set by the federal code and the State of Oregon.
* Establishes, implements and monitors departmental goals, objectives, policies and procedures. Provides leadership, planning direction and develops long and short-range goals for the District.
* Establishes policies and procedures to ensure compliance with licensing and certification requirements for the District’s employees.
* Maintains policies for emergency response and mutual aid negotiations.
* Extrapolate data from statistics to show strengths and weaknesses of the District.
* Researches grant opportunities for the District.
* Oversee the development and administration of the District Budget; including serving as the Budget Officer.
* Maintains necessary supplies and equipment to allow personnel to perform to their ability.
* Attends various meetings, conferences, workshops and training sessions, as needed.
* Responds to citizen questions and inquiries in a courteous and timely manner.
* Coordinates with local law enforcement agencies on various issues concerning Emergency Medical Services.
* Coordinates with State and Local Health Departments on various health concerns/issues.
* Staffs the Emergency Operations Center in the event of natural and/or man-made disasters.
* Coordinates EMS requests/activities with various civilian and governmental agencies.
* Serves on various state and local EMS committees, as requested and/or needed.
* Performs the duties of a Paramedic as necessary, providing non-emergency and emergency lifesaving interventions.
* Represents the District at various local and state level functions.
* Performs general clerical tasks, which may include answering telephones, recording, relaying messages, using various office equipment (Fax machine, copier, projector, etc.).
* Performs related work as required.

**101.23.03 Knowledge and Abilities**

Knowledge of:

* Methods and procedures of managing Emergency Services.
* Laws, rules and regulations governing the operations of Emergency Medical Services.
* Effective methods of supervision.
* The National Incident Management System.
* Basic and Advanced Life Support practices and procedures.
* State and local training requirements for emergency services providers.
* Thorough knowledge of the District’s Standard Operating.
* Roles and responsibilities for the effective operations of an Emergency Operations Center.
* HIPPA
* Proficiency in Microsoft Office products and tools.

Ability to:

* Prepare work schedules and manage staff effectively.
* Handle emergent and non-emergent situations safely and effectively.
* And willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology.
* Establish and maintain effective working relationships with others encountered in the work environment.
* Communicate effectively orally and in writing using both technical and non-technical language.
* Work under extremely stressful situations which result from emergency medical responses, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property.
* Use logical and creative thought process to develop solutions according to written specifications and/or oral instructions.
* Operate a personal computer using standard or customized software applications to assigned tasks.

**101.23.04 Training and/or Education**

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted on a year for year basis.)

* Minimum Qualifications:
  + Associates degree EMS, Public or Educational Administration, or Business Administration.
* Desirable Qualifications:
  + Bachelor’s degree in leadership, management, business administration or related field.

**101.23.05 Experience**

Applicant must have at least eight (8) years of experience within the field of Emergency Services that includes at least two (2) years of experience as a manager/supervisor and meet all the requirements for Paramedic.

**101.23.06 Licenses and Certifications**

* Must have a current, valid driver’s license.
* Must have and maintain a current Oregon license as a Paramedic.
* Must have and maintain current certification in BLS, ACLS and PALS.
* Must have either EVOC, CEVO 3 or NFPA Driver
* Incident Management Systems ICS 100, 200, 300, 400, 700 & 800.

**101.23.07 Physical Demands**

Acts as a Paramedic and must meet all requirements for such classification.

**101.23.08 Unusual Demands**

Employee is subject to work beyond the normal scheduled hours of work. Employee may be subject to attend various meetings and events after normal business hours and on the weekends.

**101.23.09 Reports To**

Board of Directors

**101.23.10 Supervises**

All staff and volunteers of the District