

**COUNTY OF RUSK
AMBULANCE DIRECTOR
JOB DESCRIPTION**

JOB TITLE: AMBULANCE DIRECTOR
Department: Rusk County Sheriff's Office
Reports To: Sheriff or Chief Deputy in Sheriff's absence
Representation: Non-Union

POSITION SUMMARY:

The Ambulance Director will design, implement, and coordinate an ongoing ambulance management program to assure compliance with applicable Federal, State and County regulations in all areas of ambulance service, including equipment and personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to possess and maintain the knowledge, skills, and responsibilities which are required to perform this job. This position description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that the duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Responsible for preparing and managing the Rusk County Ambulance budget.
- Maintains routine contact with the Medical Director
- Responsible for the purchase, equipment, and maintenance of ambulances.
- Resolves equipment, supply, and personnel problems.
- Responsible for preparing agendas, taking minutes, required postings, monthly reports and conducting monthly County Ambulance/First Responders meetings
- Supervises ambulance crews, squad leaders, and First Responders.
- Responsible for monitoring personnel assessments and disciplinary procedures.
- Attends required meetings, (i.e.) squad, First Responder, committee, and any out of county meetings.
- Pursues grants and other funding sources to maintain quality service, support programs and secure equipment.

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- Works with agencies and organizations outside, as well as inside, the County to provide educational opportunities.
- Responsible for organizing the Semi Annual Rusk County Fire Association/Ambulance committee meeting.
- On call at all times to respond to emergencies; attends early morning, evening, and weekend meetings and events as needed.
 - Facilitates effective relationships between county law enforcement agencies, fire departments, EMS agencies, hospitals, and all others involved in emergency services; maintains positive relationships with same.
 - Establishes, oversees, reviews and changes department policy to comply with federal, state and local laws and regulations.
 - Oversees and reviews all aspects of ambulance billings and collections process.
 - Responsible for preparation and timely submission of timesheets and other documentation required for payroll.

HAZMAT ADMINISTRATIVE COORDINATOR:

- Oversees the countywide Hazardous Material Response Team (HazMat)
- Advises and keeps current the Local Emergency Planning Committee (LEPC) on issues regarding the countywide HazMat Service.
- Maintains a HazMat budget and updates the LEPC on the status of the budget.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Knowledge of government organizations, laws, rules and regulations, at the State, Federal and Local levels, pertaining to ambulance operations.

Appropriate education and experience in fields related to one of the following: planning, safety, hazardous materials or administration.

Has or must obtain an EMT license within two years of employment.

1. Computer skills and experience with the following: Microsoft Word, Excel, Power Point, and Access with required knowledge of any other equipment and software needed to perform essential duties.

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High School diploma or equivalency with a minimum of two years of experience in related field

Valid driver's license

Demonstrated knowledge of modern administrative practices and procedures including budgeting, planning principles, fiscal management and public administration

Demonstrated ability to meet and deal with public and to establish and maintain an effective working relationship with staff and members of the public.

Demonstrated ability to present technical and abstract communications to groups and individuals in an oral format.

Demonstrated ability to exercise good judgment in approaching situations and making decisions.

Demonstrated ability to prepare and maintain clear and accurate records and reports.

Demonstrated ability to carry out directions and implement programs and policies set forth by governing committees.

LANGUAGE SKILLS:

Ability to read and interpret documents, and laws in the English language: ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ration, and percent.

REASONING ABILITY:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, and use hand to finger, handle or feel objects, reach with hands and arms, hear and talk. The employee may be required to run, sit, stoop, kneel, crouch or crawl, climb, balance, and have the senses for taste and smell. May seldom be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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