



Fayette County Emergency Medical Services

1721 North Von Minden Rd., La Grange, Texas 78945

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www.fayettecountyems.org

Josh Vandever
EMS Director

Position Announcement – Assistant EMS Director/Chief **Application Period 4/21/2023 – 5/22/2023**

Fayette County is seeking an Emergency Medical Services (EMS) Assistant Director to assist in planning, organizing, directing the day-to-day operations, and business matters of the County's Emergency Medical Services Department. The position's role is to ensure that services provided are state-of-the-art, in compliance with all applicable local, state, and federal laws / regulations and cost-effective. The ideal candidate will be a skilled leader, have the ability to work and plan beyond immediate pressures, set and deliver on long term strategies, have a strong commitment to effectiveness and efficiency of Fayette County programs, processes, and services and be bought in to the prosperity of our local communities.

In addition to the day-to-day operations of FCEMS, the successful candidate will be expected to initiate and lead process improvement by supporting and implementing technology, innovation, and quality assurance programs. Developing strong community partnerships with local fire departments, law enforcement agencies, and health care organizations is also a key responsibility of this position. This position requires the candidate to attend a variety of local, regional and state planning, advisory, compliance and oversight committee meetings dealing with public health and safety issues (some of which require overnight travel). This position reports to the Fayette County EMS Director / Chief.

The Assistant Director oversees and is responsible for all administrative, operational, and clinical functions including selection and supervision of personnel, shift assignments, budgeting, financial management, billing, procurement and equipment maintenance. Additional activities include assisting in the development and implementation of operational policies and procedures; see attached job description for more complete list of requirements, functions, and duties.

Description of the successful candidate:

- an experienced strategic thinker who can facilitate the development and implementation of a clear vision for the department;
- an empowering leader equally dedicated to building a cohesive team as well as the development of individual employees in key skill and leadership areas;
- has a thorough understanding, working knowledge and appreciation for cutting edge technology in the provision of medical services;
- has a track record of successful and effective levels of retention and recruitment in prior positions;
- expects and personally delivers a high level of accountability for excellence;

- is an energetic professional who will ensure that the department continues to provide and further enhances outstanding customer service;
- is experienced in organizational evaluation including assessment of current equipment and planning for future needs;
- understands and meets the challenges of ensuring a rapid response in a large and rural geographical area;
- a skilled financial manager who can explore revenue options such as grants, creatively manage limited resources, and advocate for the Emergency Medical Services Department within the County budgeting system;
- a team-oriented manager who can build successful and effective working relationships with other staff and senior managers to problem solve collaboratively;
- an innovative and creative problem solver with a track record of navigating challenges proactively; and,
- A skilled collaborator who understands the needs of non-profit providers and volunteers, and can easily build partnerships.

Directions to Applicants

Applications may be picked up at the Fayette County Auditor's Office, Located at 143 North Main Street, Ste. A, La Grange, Texas, from 8:00a.m. - 5:00p.m., weekdays.

Applications are also available at <https://www.co.fayette.tx.us/page/fayette.Jobs.Openings>

Application must be turned in accompanied by a cover letter and resume. Up to 3 written letters of recommendation will be accepted per candidate but are optional. Submission may be in person at the Fayette County EMS Headquarters in La Grange.

Application deadline of 5:00p.m., Monday, May 22, 2023 will be strictly enforced so that the hiring process can happen in a timely manner and with respect to all of the candidate's time.

Questions may be directed to the Fayette County Human Resources Manager, Paula Vogel at (979) 968-3055.

Respectfully Submitted,



**Joshua Vandever, BAAS, LP
Director, Fayette County EMS
1721 N. Von Minden Road
La Grange, Texas 78945**

Fayette County, Texas

JOB DESCRIPTION

Position Title: Assistant EMS Director / Assistant Chief **Department:** Emergency Medical Services

Reports To: EMS Chief **Salary Range:** Commensurate with experience

Position Summary:

Responsible for assisting in managing, planning, implementation and evaluation of day-to-day operations, budgetary process, clinical quality assurance / improvement programs, activities of assigned divisions, sections, programs, resources, and personnel.

The Assistant EMS Director will principally be responsible for comprehensive clinical management and training. The department reserves the right to modify the below job functions to suit the needs of the department and to ensure the best use of the employee filling this role's skillset.

Essential Job Functions:

1. Assists in development and implementing executive level policy and procedures, analyzing business needs, and developing short / long-term strategies, goals, and action plans.
2. Conducts decision-making blending personal field expertise with overall organizational objectives to make progress towards the shared vision departmental success.
3. Provides a professional example inclusive of diverse opinions and points of view.
4. Assist in the development and management of assigned budget which includes recommending and approving major purchases and expenditures.
5. Conducts short and long-range planning to implement best practices.
6. Develops work group metrics, evaluates and monitors performance to them.
7. Identifies opportunities for continuous process improvement within the department.
8. Identifies and matches requirements and resources.
9. Establishes and executes objectives and implementation plans.
10. Establishes processes, procedures, and controls.
11. Complies with applicable local, state, and federal laws / regulations, safety, and environmental requirements.
12. Provides personnel development and mentorship.

13. Assists the EMS Director in representing EMS interests before regulatory agencies, boards, councils, commissions, stakeholders, and private vendors.
14. Assists in development and maintains policies and procedures related to inventory controls, storage, dispensing, and reporting of all controlled substances and hazardous waste.
15. Ensures all clinical care delivered is within published guidelines, and remains within industry standards.
16. Ensures training, both clinical and operational, is delivered in an appropriate and comprehensive manner to ensure that team members are enabled to provide first-class service to our constituents.
17. Ensures all Clinical Care Guidelines reflect the philosophy of Fayette County EMS , the FCEMS Medical Director and allow practitioners to deliver the most efficient and effective pre-hospital care at the highest level possible.
18. Assume/staff the role of the EMS Supervisor as needed.

Additional Job Duties:

Responsible for the full range of administrative, operational, and clinical activities related to FCEMS.

Assists in all personnel matters including selection, training, evaluation, counseling, and disciplinary action up to and including separation of service.

Any other duty as assigned by the supervisor within the scope of the department.

Candidate Requirements:

Bachelor's Degree from an accredited college or university.

-Department will consider significant progressive leadership experience in a high performing EMS system in lieu of educational degree requirement.

10 years of experience working in a municipal / government EMS System.

5 years progressive leadership experience.

Must be employed in a leadership position within healthcare and closely related to EMS in the last 5 years.

Certificates, licenses, registrations:

EMT-P or Licensed Paramedic Certification with the Texas Department of State Health Services

-National Registry holders must obtain Texas Cert before beginning job duties.

Texas Class "C" Driver's License.

ACLS, PALS, BTLs/PHTLS within 12 months of hire.

EMS Instructor within 12 months of hire.

Departmental Peer Support Training within 12 months of hire.

Physical Demands (overall strength)

Daily use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, reaching with hands and arms, standing, walking, sitting, listening, and lifting of objects up to 35 pounds. Frequent stooping, kneeling, crouching, crawling and talking. Occasional climbing or balancing and lifting up to and over 100 pounds, close vision, distance vision, ability to distinguish color, peripheral vision, depth perception and ability to focus and adjust focus quickly. Lifting and moving of patients from a variety of positions and locations, some of which may be combative.

Preferred Skills:

1. Must possess required knowledge, skills, abilities, experience, and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
2. Knowledge of fiscal planning and budget preparation.
3. Knowledge of supervisory and leadership techniques and principles.
4. Knowledge of best practices and industry standards.
5. Knowledge of applicable local, state and federal regulations.
6. Knowledge of and to apply data to administrative, budgetary, operational and clinical scenarios.
7. Skill in teamwork and relationship building.
8. Skill in business and financial management.
9. Skill in strategic planning and coordination.
10. Skill in management and leadership.
11. Skill in oral and written communications.
12. Skill in handling multiple tasks and prioritizing.
13. Skill in using computers and related software applications.
14. Skill in data analysis and problem solving.
15. Ability to provide professional development, leadership development and mentoring.
16. Ability to analyze and resolve irregular events.
17. Ability to work with frequent interruptions and changes in priorities.
18. Ability to establish and maintain effective communication and working relationships with county employees and the public.

Physical Requirements:

See Physical Demands, must pass pre-employment medical screening per County Policy

FLSA : Exempt**Full-Time**

Working Conditions:

Employee might face a variety of hazards on a daily basis including but not limited to the following:

Environmental: Employee will be responding to calls for assistance, both night and day, in a variety of weather conditions including heat, cold, high winds, thunderstorms, storms with high potential for hail and tornadoes, snow, ice, mud, potential flooding and drought.

Medical: Employee may risk exposure to a variety of medical conditions that are transmittable by several routes including, but not limited to direct contact, droplet, and airborne means.

Psychological: Employee may be exposed to a variety of situations which could lead to both long-term and short-term emotional, psychological and/or physical stress and impairment.

Physical: Due to the uncontrolled environment the employee may be subjected to, the potential risk of significant personal injury, either accidental or intentional while performing normal job duties.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Employee Signature

Date

Department Head Signature

Date