

## PARAMEDIC MAJOR

### NATURE AND VARIETY OF WORK

This is highly responsible professional supervisory administrative management level rescue work. Incumbents manage the administration of a major operational or administrative unit/program within the Fire/EMS Department. This position provides key administrative management and technical support to a Deputy Director. May function as the manager within a programmatic functional area. Work is performed under the general supervision of a Deputy Director (Fire/EMS Lieutenant Colonel), according to location of the position within the department structure. Incumbents in this class exercise an extensive degree of independent judgment and action in the performance of duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated through analysis of reports submitted, conferences and overall contribution of departmental and/or organizational efficiency and effectiveness.

### EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Identifies and resolves problems related to financial, personnel and material requirements.

Develops budget estimates and justifications; ensures that funding is used in accordance with operating budgets.

Manages a major operational/administrative bureau/division/program.

Counsels management in developing and monitoring sound organizational structures, improving management methods and procedures, and ensures effective use of human resources, monies and materials.

Collaborates with human resources representatives in resolving management problems that result from changes in work and which significantly impact jobs and employees.

Works with local, state, federal and professional organizations in order to bring current and improved methods in customer service, emergency medicine, and fire suppression and prevention.

Coordinates the higher education programs of the Department by working with various colleges and universities of the metropolitan area in establishing curricula as well as the placement of appropriate instructors.

Receives, reviews and investigates citizens' complaints and ensures timely handling and preparation of responses and adjudication of problems.

Serves as special project coordinator of various Department/County projects; evaluates various alternatives and recommends optimum solutions to management.

Responds to the most complex requests for information.

Confers with local, state and federal government officials on the effect of proposed and existing programs that involve the Fire/EMS Department and the County.

May respond and serve as lead person in major emergencies and disasters situations.

Originates detailed reports and correspondence for signature of senior management staff.

Manages the overall operation of several battalions.

Directly supervises several Battalion Chiefs.

Establishes and maintains effective working relationships with the general public, elected officials, supervisors and subordinates.

Uses tact and diplomacy when dealing with the internal and external customers.

Maintains specific license and certification requirements.

Meets and maintains physical strength and agility requirements and general medical standards as specified.

Uses available technology and software in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### **REQUIRED KNOWLEDGE, SKILLS and ABILITIES:**

Extensive knowledge of the principles and methods of public administration and local government.

Extensive knowledge of the accepted principles and practices of fire science, fire fighting techniques and/or advanced emergency medicine.

Extensive knowledge of the functional area to which assigned.

Extensive knowledge of program development, implementation, management techniques and evaluation concepts.

Ability to prepare, interpret and evaluate proposals and modifications.

Ability to coordinate a diverse range of assignments, being sensitive to the needs of internal and external customers.

Ability to communicate effectively both orally and in writing and be particularly skilled in speaking before groups.

Ability to supervise and manage a diverse group of people.

Ability to establish and maintain effective working relationships with governmental, legislative, community, employee and business groups.

Ability to meet and maintain specific license and certification requirements.

Ability to meet and maintain physical strength and agility requirements and general medical standards as specified.

Ability to learn to effectively operate technology associated with the operation and delivery of emergency services.

Ability to react quickly and calmly and make good decisions in emergency situations.

#### MINIMUM QUALIFICATIONS

Projected as of 2010	<ul style="list-style-type: none"><li>➤ Education and experience equivalent to an Associates Degree (w/Specialization in Business, Public Administration, Fire Science, EMS/Emergency Management, Public Health, Government, or other approved specialization)*</li><li>➤ County Certification EMT-P</li></ul>
Projected as of 2012	<ul style="list-style-type: none"><li>➤ Education and experience equivalent to a Bachelors Degree (w/Specialization in Business, Public Administration, Fire Science, EMS/Emergency Management, Public Health, Government, or other approved specialization)*</li><li>➤ County Certification EMT-P</li></ul>

Projected as of 2014	<ul style="list-style-type: none"><li>➤ Education and experience equivalent to a Bachelors Degree (w/Specialization in Business, Public Administration, Fire Science, EMS/Emergency Management, Public Health, Government, or other approved specialization)*</li><li>➤ County Certification EMT-P</li></ul>
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