

DIRECTOR OF EMERGENCY MEDICAL SERVICES (EMS)	
DEPARTMENT:	Emergency Medical Services
REPORTS TO:	City Administrator
CLINICAL DIRECTION FROM:	EMS Medical Director
FLSA STATUS:	Full-Time / Exempt (Salaried)
SALARY RANGE:	\$55,000 - \$65,000 Annually (DOQ)

POSITION SUMMARY

Under the general administrative direction of the City Administrator, the Director of Emergency Medical Services serves as an appointed Department Head responsible for the overall strategic, operational, clinical, and financial management of the Village of Surfside Beach EMS Department.

The EMS Director serves as the Texas Department of State Health Services (DSHS) Administrator of Record, managing all 911 emergency response and non-emergency operations. The position provides direct leadership and supervision to EMTs and Paramedics, oversees departmental budgeting and billing, ensures strict regulatory compliance, and plays a vital leadership role in the City's Emergency Management and public safety functions. While primarily an administrative executive role, the Director maintains field readiness and provides operational and clinical guidance during high-stress incidents or critical operational needs. Due to emergency response and operational requirements, the Director of EMS must establish and maintain a primary residence located within a thirty (30) minute response time to Surfside Beach City Hall under normal driving conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed.

1. Serves as the designated DSHS Administrator of Record for the City's pre-hospital EMS license, ensuring full compliance with 25 TAC Chapter 157 and renewing state provider licensure every two years.
2. Exercises direct administrative supervision over department personnel; handles recruiting, interviewing, hiring, scheduling, training, performance evaluations, commendations, and disciplinary actions in accordance with City personnel policies and applicable laws.
3. Enforces department policies, procedures, and standard operating guidelines to execute directives from the City Administrator, Mayor, and City Council.
4. Prepares, administers, and monitors annual departmental operating and capital outlay budgets; evaluates operational needs, researches medical supplies/equipment, and presents fiscal recommendations.
5. Manages the departmental EMS billing processes and vendor contracts in compliance with local, state, and federal regulations, ensuring accurate Patient Care Reports (PCR) and prompt transmission to third-party billers.
6. Prepares and submits administrative, operational, and statistical reports required by local, state, and federal regulatory bodies.

7. Partners directly with the EMS Medical Director (off-line and on-line) to establish, review, and enforce clinical protocols, standing delegation orders, and patient care standards.
8. Develops, implements, and oversees a comprehensive Continuous Quality Improvement (CQI) and Quality Assurance (QA) program; routinely evaluates EMS run data, patient outcomes, and clinical documentation.
9. Manages and maintains the department's Infection Control Officer program, ensuring compliance with bloodborne pathogen standards, exposure control plans, and regulatory reporting.
10. Conducts periodic ride-along and field evaluations to assess clinical performance, crew efficiency, and safety compliance under emergency scene conditions.
11. Coordinates, documents, and evaluates all internal training, certification, and recertification programs for Advanced Life Support (ALS) and Basic Life Support (BLS) personnel and instructors.
12. Maintains accurate, centralized departmental records for personnel certifications, facility inspections, training hours, exposure logs, and operational resources.
13. Serves as the primary pre-hospital liaison between the EMS Department, local hospitals, regional trauma councils, fire departments, law enforcement agencies, and regional emergency management entities.
14. Collaborates with schools, civic groups, and regional healthcare organizations to deliver public education initiatives, including CPR, First Aid, and community wellness programs.
15. Develops technical specifications and recommendations for the acquisition, replacement, stocking, and routine maintenance of emergency vehicles, medical equipment, and telecommunications gear.
16. Inspects EMS facilities, apparatus, and equipment to guarantee constant operational readiness and compliance with DSHS equipment standards.
17. Maintains active clinical certification and readiness to respond to emergency calls; performs advanced life support procedures under favorable and adverse conditions when operating in the field.
18. Serves in emergency management capacities (e.g., Incident Commander, Operations Section Chief, or EMS Branch Director) during local disasters, severe weather events, or major public safety incidents.
19. Performs other duties of lower classifications or emergency operations as assigned by the City Administrator.

REQUIRED QUALIFICATIONS

- Associate Degree in Emergency Medical Services, Paramedicine, Healthcare Administration, Public Administration, or a closely related field from an accredited college or university. (Bachelor's Degree preferred).
- Minimum of five (5) years of progressively responsible experience in emergency medical services, including at least three (3) years in a supervisory, command, or administrative capacity.

- Current, unencumbered Texas Department of State Health Services (DSHS) Paramedic Certification or Licensed Paramedic credential.
- Valid Texas Class C Driver's License with an acceptable driving record meeting municipal insurance guideline.
- National Incident Management System (NIMS) ICS 100, 200, 700, and 800 certifications upon hire (ICS 300 & 400 required within six months of employment).
- DSHS EMS Instructor, ACLS, PALS, CPR Instructor and Designated Infection Control Officer certification(s) preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of 25 TAC Chapter 157, HIPAA privacy rules, state EMS regulations, and pre-hospital emergency care practices.

Strong leadership, interpersonal communication, conflict resolution, and public speaking skills.

Proficiency in municipal budgeting, revenue recovery/billing procedures, and operational planning.

Ability to maintain composure, exercise sound judgment, and execute critical decisions under high-stress emergency conditions.

Must establish and maintain a primary residence within a geographic area that allows for a response time of thirty (30) minutes or less to Surfside Beach City Hall under normal driving conditions.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Work involves a combination of sedentary office tasks and high-intensity field emergency medical operations. Must be able to lift, push, pull, or carry heavy objects (100+ lbs with assistance), stoop, bend, crawl, climb, and stand for extended periods. Must pass a comprehensive physical exam and drug screen.

Subject to emergency response conditions including inclement weather, extreme temperatures, hazardous materials, airborne/bloodborne pathogens, stressful emergency scenes, and violent trauma or death.

Exempt position requiring regular office hours, attendance at evening City Council or community meetings, and availability on-call for emergency callbacks, weekends, holidays, and disaster response.