



Jefferson County Emergency Services Agency Administrative Policy

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Job Description: Deputy Director

Board Approval:

R M Kelly

Date: 4/26/16

REVISION REQUIRED.

**This policy does not accurately represent the
Deputy Director's current role or duties.**

Job Summary

This is a full time position which will include training, quality improvement, operations, coordinating, monitoring and evaluating the effective delivery of emergency services provided by the career and volunteer staff of Jefferson County. This position will be considered part of the management team of JCESA.

The Deputy Director reports directly to the Director of Jefferson County Emergency Services Agency. In the absence of the Director, the Deputy Director assumes the duties of the Director.

FLSA Status

Exempt

Major Duties and Responsibilities

Deputy Director Obligations

- Direct supervision of personnel in the field and performance evaluations.
- Assist the Director with scheduling of JCESA staff.
- Assist the Director and Board with the development of various professional records keeping systems, recommends and implements modifications to management systems, data gathering systems, programs, and operating guidelines as appropriate.
- Gathering data and preparing monthly Fire and EMS reports.
- Coordinates and monitors continuous Quality Improvement issues under the direction of the JCESA Medical Director and the QA/QI Committee.
- Performs routine and special evaluations of Fire & EMS personnel in classroom, clinical and field setting to monitor the effectiveness of EMS services provided by Jefferson County.
- Schedule and supervise quarterly Fire & EMS "Skills Day" for County providers.
- Direct involvement with the Director on any disciplinary actions and corrective measures.
- Establish and maintain cooperative working relationship in conjunction with the Director, or in the absence of the Director, as a liaison. May act as liaison at City, County and State levels, as well as to fire department personnel, hospitals, training facilities, general public and other outside agencies. May be required to participate in professional organizations as needed.



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- Implement or assist with Incident Command on emergency incidents
- Other supervisory/administrative duties assigned by the Director.

Training Obligations

- Develop, coordinate, schedule and supervise training for Fire and EMS personnel to meet objectives and standards set.
- Maintain training records for all Fire and EMS personnel.
- Assist the Director in managing the training budget set by JCESA.
- Remain current on all training regulations and opportunities for Fire and EMS training.
- Develop, conduct and facilitate training programs for both Fire and EMS.
- Act as Safety Officer on multiple alarm fire incidents or multi trauma EMS calls in the absence of a department Safety Officer.
- Ensure compliance with County and State regulations related to EMS.
- Works with the County Operating Guidelines Committee to develop and implement new policies and procedures.
- Other training duties as assigned by the Director.

Qualifications / Requirements:

- Possession of, or ability to obtain, a valid West Virginia EMS certification as an EMT/Paramedic. This West Virginia certification must be maintained in active status throughout employment. (If not West Virginia certified at time of employment, must be able to obtain in sixty (60) days of employment.)
- Certification as an EMS Instructor.
- Certification as a Fire Instructor 3 (NFPA 1041, 2008 ed.). Instructor 2 would be acceptable with a commitment to get Instructor 3 within 1 year of date of hire.
- West Virginia Squad Training Officer Certification or commitment to get same within 1 year of date of hire.
- Minimum of five (5) years experience as a Firefighter and Paramedic (career and/or volunteer), including two (2) years of supervisory experience.
- Ability to exercise sound independent judgment in the best interest of JCESA.
- Incident Command and Incident Safety Certification.
- Willingness to stay at or return to work during periods of emergencies to assist local resources.
- Willingness to respond to major incidents during off duty hours to assist local resources.
- Hazardous Materials Awareness & Operations
- NIMS 100 – 200 – 300 – 400 – 700 – 701 – 701.a - 702 – 702.a - 703 – 703.a - 704 – 800
- Incident Safety Officer
- Fire Officer 1 & 2
- Vehicle Rescue Awareness & Operations



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- Confined Space Awareness
- Rope Rescue Awareness
- Structural Collapse Awareness
- Swift Water Awareness
- Driver / Operator Pumper
- Driver / Operator Aerial