

Shane Richardson
County Administrator

Jayne Crosby
County Clerk

Hall Booth Smith P.C.
County Attorney



Ricky Crosby
Chairman
James Benjamin
Vice Chairman
James Emory Tate
Vann Wooten
Dennis Yawn

Jeff Davis County Board of Commissioners
14 Jeff Davis St, STE 101 | P.O. Box 609 | Hazlehurst, GA 31539 | (912) 375-6611

JOB DESCRIPTION

Title: EMS Director

Starting Pay: Based on Experience

Status: Full Time

Application Deadline: February 5, 2025

Summary: Under the leadership of the Board of Commissioners and County Administrator, the EMS Director manages, coordinates, and monitors administrative functions for the department as well as work involving Emergency Medical Services as a licensed Paramedic.

Supervisory Duties: Supervision of all EMS staff.

Duties and Responsibilities:

1. Plans, organizes, directs, and supervises the work of department personnel
2. Conducts personnel administration activities including recruiting, interviewing, certifying licensures and certifications, evaluating performances, etc.
3. Develops and implements policies governing emergency medical services, patient care, and employee activities and conduct
4. Provides direction and oversight of the medical controlled substances and storage
5. Manages all EMS equipment, supplies, medical controlled substances and storage, including inventory and accountability of EMS equipment and supplies
6. Reviews all paperwork involved in maintaining emergency response records for accuracy and completeness; prepares various reports as requested and assures mandated reporting requirements are met
7. Performs general office work, including but not limited to, attending and conducting meetings, reviewing mail and literature, preparing reports, correspondence, entering computer data, copying and filing documents, answering the telephone, etc.
8. Manages and submits time records for personnel
9. Develops the department operating budget, submits bids, invoices, and requisitions, and maintains records of expenditures
10. Works in conjunction with EMS Billing company
11. Monitors EMS training, education, and licensure of personnel

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12. Presents demonstrations and gives speeches regarding department services to local schools, civic groups, or safety classes
13. Receives and investigates EMS complaints/grievances from department personnel, patients, and/or their families, and government officials.
14. Serve as the contact person for the department's Medical Director. Works with the Medical Director on any issues that affect the department, training, protocols, and/or procedures
15. Ensures compliance with federal, state, and local safety and health requirements.
16. Provide coverage as 24-hour on-call Director when requested
17. Perform emergency medical procedures within the employee's licensure by the State of Georgia
18. All duties listed under "Paramedic Job Description"
19. Any other duties assigned by Board of Commissioners or County Administrator

Required Qualifications:

- Must be twenty-one (21) years of age or older
- High School Diploma or equivalent
- Licensed Paramedic
- Pass a drug screen
- Pass a background check
- Valid driver's license
- Physically fit to be able to lift above 100 pounds, kneel, bend, push, and pull

Knowledge, Skills, and Abilities:

- Work with various entities during times of natural disasters to ensure adequate response
- Knowledge of national, state, county, and department policies and procedures
- Knowledge of County employment rules, EMS training rules and regulations, and applicable federal, state, and local statutes
- Skilled in personnel administration and in supervising and training others
- Skilled in public speaking, written and oral communication
- Interpersonal skills to work in teams and coordinate with others to handle stressful situations
- Knowledge of medical procedures, terminology, and medications
- Working knowledge of medical equipment and devices
- Ability to effectively solve problems
- Ability to lead workers effectively, maintain discipline, promote harmony, and cooperate with other officers and workers
- Have compassion, integrity, and good moral character

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Certificates, Licenses, and Registrations:

- Licensed as a State of Georgia Paramedic
- American Heart Association – Advanced Cardiac Life Support
- American Heart Association – Basic Life Support for Healthcare Providers