

TOWN OF TRUMBULL

EXECUTIVE DIRECTOR OF OPERATIONS TRUMBULL EMERGENCY MEDICAL SERVICES (TEMS)

GENERAL STATEMENT OF DUTIES:

The Executive Director's primary responsibility is to oversee the daily functions of the Trumbull Emergency Medical Services (TEMS), which shall include an ongoing evaluation, compilation and review of service operating systems, helping to plan for the needs of the agencies and public that is served. In addition, the Executive Director shall be required to develop a long range plan that develops a clear chain of command, develops a contracted EMS force that is supplemented by a strong volunteer corps. The Executive Director shall develop a financial plan that generates enough revenue to make the organization financially self-sustaining while allowing TEMS to provide a critical life-saving function.

The Executive Director will need to have a full understanding of Connecticut EMS Regulations, South West Regional Protocols, TEMS By-Laws, Standard Operating Procedures (SOP) and employee manual.

RESPONSIBILITIES:

1. Problem resolution and supervision of both TEMS volunteers and contracted paramedic personnel.
2. Responsible for the hiring, disciplining and termination of personnel in concert with the Town's Personnel Department.
3. Staff scheduling and overtime cost containment.
4. Work cooperatively with the TEMS contracted staffing providers.
5. Performs annual personnel reviews.
6. Fosters positive relationships between paid and volunteer staff.
7. Updates operating protocols for both internal and external EMS services.
8. Work with other Town Departments to plan EMS coverage for large public gatherings in the Town.
9. Participate in the South West EMS Regional Council planning activities.
10. Liaison to area hospitals and healthcare facilities for establishing proper agreements and operating protocols.
11. Attends EMS Commission meetings to provide monthly operating reports.
12. Work with the both the Town and the EMS Commission to amend and assure compliance with SOP and employee manuals.
13. Working with Town Finance Department to ensure proper revenue collection and spending practices.
14. Participates in the development and delivery of community health initiatives.
15. Works with the Trumbull Board of Education to create an EMS awareness and recruitment program in the school system.
16. Participates in the billing and QA process.
17. Responds to calls as back up when necessary to ensure service area coverage.

SUPERVISION RECEIVED:

Reports directly to the First Selectman and the Chief of Police.

SUPERVISION EXERCISED

Supervise all staff assigned to the Department.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Working knowledge of Microsoft Word and basic knowledge of Excel.
2. Working knowledge of computers and office equipment.
3. Working knowledge of back office business operations.
4. Must possess excellent written and verbal communications skills.
5. Working knowledge of EMS software applications including scheduling and data analysis.
6. Must possess problem solving skills.

EXPERIENCE AND TRAINING:

1. BA or BS from an accredited college or university.
2. Minimum certification of Connecticut licensed EMT or EMT-P in good standing
3. Minimum 4 years of documented experience as either a Chief or Assistant Chief of an EMS service that consists of volunteers, employee personnel and contractual personnel.
4. Unified Command/Emergency Management Experience required.
5. Connecticut Certified EMS Instructor required.
6. AHA CPR Instructor certification required.
7. CEVO Defensive Driving Instructor certification required.
8. Familiarity with federal and state human resource issues regarding equal opportunity employment, hostile work environment and sexual harassment standards
9. Ability to obtain Regional Medical Control within 90 days of appointment