**Class Summary**

The responsibilities of this classification are to supervise administrative teams and manage a King County Medic One (KCM1) unit such as Paramedic Advanced Life Support (ALS) Training, Basic Life Support (BLS) Training, or Safety, Health, and Emergency Management. This position also responds as needed to designated medical and fire emergencies for the delivery of pre-hospital care and may serve in any capacity within the Incident Command System (ICS).

**Distinguishing Characteristics**

This is a single level classification. It is distinguished from Medical Services Officer (MSO) - Shift Supervisor in that it does not directly supervise field operations. It is distinguished from Medical Services Officer (MSO) – Operations/Administrative Supervisor in that it does not administer operations pertaining to organizational logistics or regional operations.

**Examples of Duties**

1. Organize, facilitate, and act as an agency liaison for training related activities for a variety of stakeholders.
2. Act as the Medic One Harborview Medical Center (HMC) paramedic training liaison to coordinate activities surrounding initial paramedic training and ongoing paramedic recertification.
3. Supervise paramedic interns and provide probationary paramedic oversight.
4. Coordinate with the Medical Program Director and Initial Training Supervisor to maintain high quality EMT training standards.
5. Assure policies and procedures related to paramedic safety and protection are in compliance and monitored.
6. Supervise management of KCM1 training records.
7. Act as agency liaison with emergency dispatch centers.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of applied paramedicine

Knowledge of purchasing and inventory methods

Ability to apply organizational values through leadership

Ability to create a positive workplace environment

Ability to lead teams of varying size using vision, energy, competence, and trust

Skill in effective verbal and written communication using the tools of active, reflective, and empathetic listening

Skill in program management, budgeting, and strategic planning

Skill in staff supervision including performance evaluation

Skill in staff training, assessment, and presentation

Skill in conflict resolution

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with relevant business applications, such as Microsoft Office suite as well as any other software specific to the position

**Education and Experience Requirements**

Minimum of five years experience as a King County Medic One paramedic, requirements of the collective bargaining agreement

**Licensing, Certification and Other Requirements**

Washington State certification as a Harborview/University of Washington trained paramedic

Valid State of Washington driver’s license

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Nonexempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | None |
| **Class History** | 05/2019 - Created |