**Class Summary**

## The responsibilities of this classification include overseeing the King County Medic One (KCM1) Advanced Life Support (ALS or paramedic) program and ensuring the provision of services 24-hours per day, 7-days per week. Duties include direct supervision of Medical Services Officers (MSO); leading and managing all members of KCM1 through effective delegation; encouraging the use of organizational mission and values to develop and guide the execution of KCM1 goals; assisting in the planning, development and implementation of policies and procedures related to paramedic units; and coordinating the delivery of paramedic services with local medical directors, fire department paramedic programs, hospitals, and appropriate agencies.

**Distinguishing Characteristics**

This is a single-level classification that is responsible for overseeing a 24-hour, 7-day-a-week Advanced Life Support(paramedic) program. This classification is distinguished from the Medical Service Officer (MSO) classifications in that incumbents within the MSO classifications are first line supervisors responsible for directly supervising day to day office or field operations, and/or training programs. The Paramedic Service Administrator supervises and coordinates the activities of the MSO’s and ensures consistency in the delivery of emergency medical services at all levels.

**Examples of Duties**

1. Provide leadership and guidance in the management of KCM1 while ensuring consistency with Emergency Medical Services (EMS) Division and King County Medical Program Director priorities and objectives.
2. Establish and maintain good working relationships with regional ALS partners, BLS agencies, other EMS stakeholders and the public. Participate in regional EMS discussions related to policy development, strategic planning and financial management.
3. Provide support and leadership in division-wide efforts, including integration of Equity Social Justice principles and practices and the Employee Engagement recommendations, and coordination with Public Health and King County Strategic Plan goals and principles.
4. Maintain operational authority for all activities necessary for accomplishment of designated area of the KCM1 program. Secure resources to ensure the KCM1 program is properly equipped and trained for safe and efficient service to the public. Exercise command over all apparatus and equipment.
5. Make recommendations to EMS Division Director that may improve the efficiency of the regional operation of the system such as staffing models, medic unit deployment, budgetary items, organizational structure, and general operating procedures.
6. Provide leadership to and supervision of Medical Services Officers (MSOs) to ensure administration of their duties in compliance with King County policies, regulations and statutes.
7. Prepare budget recommendations, administer the biennial program budget, and oversee contracts and purchasing practices in compliance with established King County policies.
8. Participate in labor negotiations in coordination with the EMS Division, and the Office of Labor Relations.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of National Incident Management System and Incident Command System protocols

Advanced knowledge of and skill in management of large complex tiered EMS systems

Knowledge of human resources and management techniques and principles

Knowledge of equity and social justice (ESJ) and an able partner in leading EMS in the principles of ESJ

Skill in overseeing programs and managing large budgets

Skill in management and supervision

Skill in negotiation, problem solving, decision-making, and conflict resolution

Skill in maintaining effective working relationships with labor unions, community groups, and the media

Skill in handling multiple competing priorities and sensitive situations in a political environment

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 business applications, such as Microsoft Office suite and other information systems as necessary

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State 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** | Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 07/2019 - Created |