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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** EMS Operational Program Manager, C10, \$67,558  
+ FRINGE BENEFITS

**DEPARTMENT:** Emergency Services

**OPENING DATE:** 09-04-19                      **CLOSING DATE:** 10-04-19

## MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree with a major in Fire, EMS, Public or Educational Administration, or Business Administration. Additional years of management experience will be considered as a substituted for education;

**Experience:** Applicant must have at least five (5) years of experience within the field of Emergency Services that includes at least two (2) years of experience as a manager and certified instructor and be able to meet all requirements for the "Paramedics classification" in St. Mary's County.

**Note:** Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

## ADDITIONAL REQUIREMENTS:

- ◆ Must have a current, valid driver's license;
- ◆ Must have and maintain a current license as an Emergency Medical Technician-Paramedic in the State of Maryland;
- ◆ Must have National Registry Paramedic Certification;
- ◆ Must have and maintain current certification in CPR, ACLS, EVOC, Haz-Mat Operations, Incident Management Systems ICS 100, 200, 300, 400, 700 & 800. MFRI Instructor II. BTLS/PHTLS preferred, but not required;
- ◆ Must maintain current Driver's and Paramedic License and certifications during employment as well as all necessary Instructor certifications;
- ◆ Successful completion of EVOC training within six months;
- ◆ Employee is subject to work beyond the normal scheduled hours of work, work weekends and holidays.
- ◆ Employee may be subject to attend various meetings and events after normal business hours and on the weekends.

**JOB SUMMARY:** Performs executive management duties and assignments in the Department of Emergency Services. The Emergency Medical Services Program Manager is responsible for conducting extensive research, planning, implementing policies, evaluating systems and coordinating the County's Emergency Medical Services Division. The Emergency Medical Services Operational Program Manager works closely with the County's Jurisdictional Medical Director, local volunteer Fire/EMS providers, Advanced Life Support Unit, the local Rescue Squad Association and various agencies. This position works directly under the supervision of the Director of Emergency Services.

## DUTIES:

- ◆ Oversees the daily operations of the St. Mary's County Government Career Services, Emergency Medical Services Division in accordance with Federal, State, and County laws, regulations, policies and procedures;

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- ◆ Oversees the ordering of, inventory and record keeping of controlled dangerous substances according to standards set by the federal code and the State of Maryland;
- ◆ Supervises, trains, assists and evaluates performance of full-time and part-time staff;
- ◆ Conducts extensive research, prepares comprehensive reports and presents on topics as directed by the Director of Emergency Services;
- ◆ Recommends goals, objectives, policies and procedures. Provides leadership, planning direction and develops long and short-range goals for St. Marys County's EMS Division;
- ◆ Recommends policies and procedures to ensure compliance with licensing and certification requirements for the County's Emergency Medical Service Division employees;
- ◆ Extrapolate data from statistics to show strengths and weaknesses of the County's current EMS System;
- ◆ Assists in the preparation and makes recommendations for the budget of the Emergency Medical Services Division;
- ◆ Maintains necessary supplies and equipment to allow personnel to perform to their ability;
- ◆ Attends, after normal business hours, various meetings conferences, workshops and training sessions, as needed;
- ◆ At the Direction of the Director, investigates complaints against personnel, makes determinations and provides recommendations to the Director of Emergency Services;
- ◆ Responds to citizen questions and inquiries in a courteous and timely manner;
- ◆ Coordinates with local law enforcement agencies on various issues concerning Emergency Medical Services;
- ◆ Coordinates with State and Local Health Departments on various health concerns/issues;
- ◆ Coordinates EMS requests/activities with various civilian and governmental agencies;
- ◆ Serves on various state and local EMS committees, as requested and/or needed;
- ◆ Performs the duties of a Paramedic as necessary, providing non-emergency and emergency lifesaving interventions;
- ◆ Performs general clerical tasks, which may include answering telephones, recording, relaying messages, using various office equipment (Fax machine, copier, projector, etc.);
- ◆ Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Knowledge of methods and procedures of managing Emergency Services;
- ◆ Knowledge of laws, rules and regulations governing the operations of Emergency Medical Services;
- ◆ Knowledge of effective methods of supervision;
- ◆ Knowledge of the National Incident Management System;
- ◆ Knowledge of Basic and Advanced Life Support practices and procedures;
- ◆ Knowledge of COMAR "Title 30";
- ◆ Knowledge of State and local training requirements for emergency services providers;
- ◆ Thorough knowledge of the St. Mary's County Department of Emergency Services, EMS Division: Standard Operating Procedures and the St. Mary's County Personnel Policy and Procedure Manual;
- ◆ Knowledge of roles and responsibilities for the effective operations of an Emergency Operations Center;
- ◆ Knowledge of HIPPA laws and regulations;
- ◆ Ability to become proficient in Microsoft Office products and tools;
- ◆ Ability to prepare work schedules and manage staff effectively;
- ◆ Ability to handle emergent and non-emergent situations safely and effectively;
- ◆ Ability to quickly learn and use new skills and knowledge brought about by rapidly changing information and technology;
- ◆ Ability to establish and maintain effective working relationships with others encountered in the work environment;
- ◆ Ability to effectively communicate orally and in writing using both technical and non-technical language;
- ◆ Ability to work under extremely stressful situations which result from a building fire, emergency medical and hazardous materials responses, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;

- ◆ Ability to use logical and creative thought process to develop solutions according to written specifications and/or oral instructions;
- ◆ Ability to operate a personal computer using standard or customized software applications to assigned tasks.

### **PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires periods of light physical activity and occasionally perform the duties of a Paramedic while meeting all requirements for such classification.

Will need to utilize Self Contained Breathing Apparatus (SCBA) or other types of equipment for self-protection.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

Work may involve risks or discomforts which require special safety precautions, e.g., working around moving parts, constructions sites or machines. Employee may be required to use protective various types of equipment for self-protection, may require working in adverse weather conditions.

### **COMPENSATION/BENEFITS:**

Hiring Salary: \$67,558 annually

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

**[Click Here for Information: Employee Benefits Summary - April 2019](#)**

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview.

**TO APPLY:** A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.  
ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at:      Governmental Center (Potomac Building)  
   Department of Human Resources, 3<sup>rd</sup> Floor  
   23115 Leonard Hall Drive, Leonardtown, MD 20650  
   Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082  
   Jobs Line: 301-475-4200 Extension: 71109  
   Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Jennifer Martinez-ADA/FMLA Coordinator: [jennifer.martinez@stmarysmd.com](mailto:jennifer.martinez@stmarysmd.com) or (301) 475-4200, Extension: 71100

**APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAApplication.asp>**

**Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.**