



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 656.5

Job Title: **EMS ADMINISTRATOR**

Pay Grade: 27

GENERAL SUMMARY:

Supervises and administers either the City's emergency medical training (Fire Department) or the ambulance inspection programs. Advises department on emergency health issues.

RESPONSIBILITIES:

- Plans and implements appropriate operational policy and procedure guidelines.
- Prepares and monitors program budgets and purchasing activities.
- Compiles statistical data and prepares reports.
- Coordinates program activities with other City, private industry and governmental agencies.
- Serves as department's liaison at certain city and state emergency medical related planning and regulatory meetings.
- Coordinates training and participation at EMT schools.

SPECIFICATIONS:

KNOWLEDGE:

A Bachelor's degree in Public Health, Business Administration, or a related field is required.

Licenses: Certification by the State of Texas as an Emergency Medical Technician (EMT) is required.

Substitutions: Two years of experience as a Registered Nurse (diploma or Associate's degree) in emergency or hospital care, or two years of experience as a certified Paramedic (EMT-P) may be substituted for the above degree requirement. Pertinent training experience on a professional level may be substituted for the above educational requirement on a year-for-year basis. These years of experience are in addition to the years of experience required below.

EXPERIENCE:

Five years of progressive administrative experience are required.

Substitution: A Master's degree and three years of progressive administrative experience may be substituted for the above experience requirement.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

EMS Educator
Senior EMS Educator
EMS Educator Coordinator
EMS Administrator

Effective: October 1990

Revised: August 2019