CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 656.8

Job Title: **EMS PHYSICIAN DIRECTOR, MD (EXE LEV)**

Pay Grade: 38

GENERAL SUMMARY:

Directs, supervises, and provides medical accountability for the City's emergency medical services system, including 911 system access, public education, dispatch, first-responder activities, and basic and advanced life support care and transport, as well as related receiving facility, base station and research functions.

RESPONSIBILITIES:

- Plans, establishes, directs and controls all medical aspects of the EMS system for the City of Houston.
- Studies other EMS systems and public health care systems by literature review, correspondence and site visits to assimilate the best and most appropriate, cost-effective EMS procedures and policies for the City of Houston.
- Represents the City of Houston and provides liaison with business, professional, governmental and civic groups to discuss and interpret EMS programs and objectives.
- Directs and supervises the implementation of EMS operations and dispatch to assure the best possible delivery of emergency medical and trauma care.
- Conducts active research to elucidate problems and/or verify the effectiveness of new therapeutic modalities and treatment strategies and acquires grants to fund future clinical projects.
- Develops methods to train other physicians in the field of EMS and integrate this training to benefit the City of Houston by creating greater linkage with medical schools.
- Maintains professional growth through pursuit of additional academic and administrative degrees, national educational seminars, teaching activates and participation in national policy development for EMS, trauma and resuscitation medicine.
- Advises and assists the Medical Community, the Mayor, Fire Chief and Health Director in developing budgets, programs and practices which are consistent with medical and legal requirements regarding EMS.
- Designs and conducts both medical audits and field evaluations of EMS protocols and operations.

SPECIFICATIONS:

KNOWLEDGE:
Requires an M.D. or D.O. from an accredited medical school and board certification in Emergency Medicine.

In addition, must hold simultaneous outside employment with a local medical school that has the responsibility for emergency medical research activities and on-line medical direction activities for the city and shall report to the president or dean of the medical school for purposes of the outside employment.

License: Requires a license to practice medicine in the State of Texas.

SPECIFICATIONS: (continued)

EXPERIENCE:
Seven years of experience in out-of-hospital emergency care of critically ill or injured patients, trauma care, and EMS research, including public and professional education, are required.

COMPLEXITY:
Work is broad in scope, covering one or more functional area(s). Policy, procedure, or precedent may actually be created and recommended by this position. A high degree of analytic ability and inductive thinking is required to devise new approaches to deal with highly complex, novel or previously unsolved problems.

IMPACT OF ACTIONS:
Errors in work could lead to extraordinary costs and problems, and could dramatically affect long- term performance. The incumbent recommends policies in the functional area(s) in which he/she is responsible. The individual also sets goals and objectives for the functional area(s).

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a Department Head/Director or the equivalent and typically is responsible for assessing the needs and planning for an entire department. This level of supervision has the most significant level of input regarding personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as a Department Head/Director or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Department Heads/Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

External Contacts:
Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues which requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:
There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:
Requires the ability to make complex coordinated and sequenced motor movements in response to rapidly changing external stimuli.

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

JOB FAMILY
EMS Physician Director, MD (Exe Lev)

Effective: October 1990
Revised: May 1996
Revised: November 2024
Revised: February 2026