

Genesee County Medical Control Authority (GCMCA)

POSITION DESCRIPTION

TITLE: GCMCA – Deputy Director

STATUS: Exempt, Full Time

DIRECT SUPERVISOR: Executive Director

Position Summary

The individual in this position is responsible for addressing EMS operational activities that pertain to the Genesee County Emergency Medical Services (EMS) System. In this capacity, the Deputy Director is responsible for conducting a variety of tasks related to oversight of the EMS system as required under state statute and state-approved GCMCA protocols. This individual works closely with the Executive Director on items that include but are not limited to, development and implementation of internal QI programs, incident investigation, continuing education, protocols, disaster preparedness, and other tasks as may be delegated by the Executive Director.

For approximately the first year in the position this person will also perform duties related to office administration, including recording keeping, bookkeeping, minute-taking, and various other administrative work; after which time a part-time administrative assistant will be hired to assume these responsibilities.

Finally, this position is specifically designed to transition into the Executive Director's role upon that person's full retirement within the next year. Many of the duties of the Deputy Director will remain in place at that time, with the exception of those shifted to the part-time staff person described above, and will add other leadership, management, and administrative responsibilities.

Minimum Qualifications

- Bachelor's Degree required in business, healthcare, or related field. Master's Degree preferred.
- A history of organizational management and leadership experience.
- Excellent written, presentation, and interpersonal communication skills.
- Knowledge and understanding of quality improvement and statistical data processes.
- Proficiency in MS Office products, including database management experience.
- Ability to work independently and be motivated to seek out innovative strategies and solutions.
- Detailed oriented with strong organizational skills.

Major Responsibilities

- Maintain a thorough knowledge of EMS state laws and rules pertaining to EMS oversight and operations, as well as GCMCA protocols and internal policies and procedures.
- Staff and take direction for projects from GCMCA committees, Board, and the Professional Standards Review Organization.
- Professional review and investigation of EMS incidents, policies, and protocol issues referred by system participants and the public.
- Conduct quality improvement studies on treatment and system operation issues, which includes performance of fundamental statistics and EMS patient care record review.
- Creation of EMS system and agency performance reports, including charts and diagrams.
- Development of proposals for modifications or improvements of the EMS System.
- Provide guidance, information, and assistance to agencies for the development and implementation of internal quality improvement programs, including obtaining data and follow-up from them.
- Support the development of education and training opportunities.
- Attend disaster related meetings, trainings, events at the state, county, and local levels.
- Budgeting and strategic planning activities relevant to the position and overall organization.
- While typically not required to work during non-business hours there may be occasions where this occurs, and would be on call in the event of a disaster or other mass casualty incident.
- Other duties as defined by the Executive Director.