

City of Fort Worth, Texas Job Description

Classification Title	Assistant Director, Office of the Medical Director		
Job Code:	AD1311	Job Family:	Assistant Department Directors
Pay Grade	307	Date Reviewed:	02/11/2025
FLSA Status	Exempt	Date Revised:	05/02/2025

GENERAL SUMMARY

Assists in the planning, directing, managing and oversight of the activities and operations of the Office of the Medical Director (OMD). Coordinates assigned activities with other departments and outside agencies. Provides highly responsible and complex administrative support to the EMS Chief Medical Officer.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards relevant to the Office of the Medical Director.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Assists in directing and managing the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service and/or operational area within the Office of the Medical Director; and oversees the development and implementation of policies and plans related to departmental services and operations.
4. Collaborates with emergency services agencies and healthcare provider entities to identify best practices and improve service delivery.
5. Maintains a positive working relationship between internal and external agencies regarding department initiatives.
6. Oversees and coordinates department scientific and multi-center collaborative research projects.
7. Explores innovative programs focused on patient care and alternative delivery of medical care models.

8. Complete projects and/or responsibilities as assigned by the EMS Chief Medical Officer.
9. Serves on a variety of boards, commissions and committees, as required; and prepares and presents staff reports and other necessary correspondence.
10. Provides on-call coverage for On-line Protocol Guidance as needed.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Quality assurance/improvement processes and methods.
 - EMS theory, practice, and trends.
 - On-line educational programs and their application for training purposes.
- **Skill in:**
 - Organizational, interpersonal, and prioritization skills.
 - Communication skills.
 - Intermediate computer/MS Office knowledge and skills.
- **Ability to:**
 - Manage and direct assigned areas or programs.
 - Direct and coordinate the work of subordinate employees.
 - Prepare and administer large multi-fund budgets.
 - Prepare clear and concise administrative and financial reports.
 - Create performance metrics from business plans.
 - Ensure compliance with grant-mandated rules and regulations.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 - Research, analyze, and evaluate new service delivery methods and techniques.
 - Interpret and apply federal, state, and local policies, laws, and regulations.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree in business, emergency medical services or related field and at least 5 years of management experience.

OTHER REQUIREMENTS

Valid Texas Drivers License Class "C" or equivalent and an acceptable driving record.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.