

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Deputy Director, Office of the Medical Director		
<b>Job Code:</b>	DD1761	<b>Job Family:</b>	Deputy Department Head
<b>Pay Grade</b>	308	<b>Date Reviewed:</b>	08/20/2025
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Under the direction of the EMS Chief Medical Officer, oversees, plans, directs high-level strategic and operational oversight of the activities and operations of the Office of the Medical Director (OMD). Directs and coordinates the development, implementation, and oversight of the department's operational and capital budgets, administrative functions and 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 administrative and Office of Medical Director 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.
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 the EMS Chief Medical Officer in managing the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
4. Assists the EMS Chief Medical Officer in establishing appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
5. Assesses, monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned human resources programs, service delivery methods and procedures; and works with subordinate employees on the continuous improvement of city services.

6. Assists the EMS Chief Medical Officer in the development of the department budget; forecasts funds needed for staffing, equipment, materials and supplies; and implements budgetary adjustments, as appropriate and necessary.
7. Represents the Office of the Medical Director Department to other departments, elected officials and outside agencies; serves on a variety of boards, commissions and committees, as required and coordinates assigned activities with those of other departments, outside agencies and organizations.
8. Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
9. Acts in the absence of the EMS Chief Medical Officer and as a professional resource/advisor to employees and management; including any special committees with regards to EMS Department programs.
10. Leads and provides highly complex staff assistance to the EMS Chief Medical Officer Director; participates in a variety of boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.
11. Collaborates with emergency services agencies and healthcare provider entities to identify best practices and improve service delivery.
12. Maintains a positive working relationship between internal and external agencies regarding department initiatives.
13. Oversees and coordinates department scientific and multi-center collaborative research projects.
14. Explores innovative programs focused on patient care and alternative delivery of medical care models.
15. Provides on-call coverage for On-line Protocol Guidance as needed.
16. Performs other related duties as required.
17. 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:**

- Principles and practices of EMS and Office of Medical Director operations, including program development, administration, and continuous improvement for optimal service delivery.
- Principles and practices of municipal budgeting strategies, including long-term financial planning, expenditure forecasting, and advanced tracking systems to ensure fiscal responsibility and alignment with department goals.
- Principles of supervision, training and performance management.
- Strategic and business planning process.
- Grant management technologies.
- Data-driven decision-making to inform strategic planning and operational improvements.

- Project management methodologies.
- Capital project funding mechanisms for the OMD department initiatives.
- Pertinent federal, state and local laws, codes and regulations.
- Quality assurance/improvement processes and methods.
- EMS theory, practice, and trends.
- On-line educational programs and their application for training purposes.
- **Skill in:**
  - Project management.
  - Strategic and critical thinking.
  - Decision making and problem solving.
  - Time management and organization.
  - EMS operations and management.
  - Organizational, interpersonal, and prioritization skills.
  - Communication skills.
  - Customer service.
  - Intermediate computer/MS Office knowledge and skills.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - 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**

Master's degree from an accredited college or university with major course work in Public Administration, Business Administration, emergency medical services or related field and seven (7) years of increasingly responsible public administration and emergency medical services experience including three (3) years of administrative and supervisory responsibility.

## **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.