**Class Summary**

The responsibilities of this classification include supervision of the administrative duties and operations of King County Medic One (KCM1) pertaining to organizational logistics, shift supervisor liaison, and regional operations liaisons. This position also responds as needed, in special or extraordinary situations, to designated medical and fire emergencies for the delivery of pre-hospital care and may serve in any capacity within the Incident Command System (ICS).

**Distinguishing Characteristics**

This is a single level classification. This classification is distinguished from the Medical Services Officer (MSO) - Division Supervisor in that it does not manage the day-to-day operations and coordination of KCM1 activities related to medical quality assurance, quality improvement, training, or emergency management. It is distinguished from Medical Services Officer (MSO) - Shift Supervisor in that it does not directly supervise field operations.

**Examples of Duties**

1. Primary point of contact for MSO - Shift Supervisor for day-to-day operational questions and concerns.
2. Point of contact for dissemination of policy and procedure from the Paramedic Services Administrator.
3. Represent the interests of KCM1 at the King County Operations Chiefs, Fire Chiefs, and Police Chiefs committees.
4. Responsible for the procurement, supply, and maintenance of equipment; coordinate with King County Facilities Management Division (FMD) and Contracts, Procurement, and real Estate Services (CPRES) to ensure the provision of facilities and services.
5. Assist with policy development and implementation.
6. Responsible for internal IT management and interagency interoperability.
7. Oversee assigned Special Event Medic Units and contracts.
8. Responsible to serve as an emergency field operations supervisor in special or extraordinary situations.
9. Perform special projects as assigned.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of applied paramedicine

Knowledge of purchasing and inventory methods

Ability to apply organizational values through leadership

Ability to create a positive work environment

Ability to lead teams of varying size using vision, energy, competence, and trust

Skill in effective verbal and written communication using the tools of active, reflective, and empathetic listening

Skill in program management, budgeting, and strategic planning

Skill in staff supervision, staff training, and conflict resolution

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with relevant business applications, such as Microsoft Office suite as well as any other software specific to the position

**Education and Experience Requirements**

Minimum of five years experience as a King County Medic One paramedic, requirements of the collective bargaining agreement

**Licensing, Certification and Other Requirements**

Washington State certification as a Harborview/University of Washington trained paramedic

Valid State of Washington driver’s license

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Nonexempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | None |
| **Class History** | 5/2019 - Created |