



Date of Board Meeting: January 21, 2025

**Subject:** EMS Department Administrative Specialist

**Recommendation:** Approve New Position Effective February 1, 2025

## **Background and Rationale:**

The agreement with the Houston Fire Department (HFD) that created a special Paramedic training schedule included the cost of new faculty and staff to support the extra student cohorts. In addition to increased enrollment from the HFD agreement, the EMS Department grew significantly in 2024 by adding Paramedic-level classes at the Richmond Campus and by offering an EMT class in El Campo. The EMS Department has more than 150 students, 30 clinical affiliates, 50 part-time instructors, and seven full-time faculty. Further, the program is approved/accredited by various external agencies that each require extensive reporting or monitoring duties. These agencies include the Commission on Accreditation of Allied Health Education Programs, the National Registry of EMTs, and the Texas Department of State Health Services. Hence, the Program Director and the Clinical Coordinator have significant compliance demands in addition to full-time teaching loads.

The EMS Administrative Specialist will assist with administrative tasks, records and reports for accreditation, correspondence with instructors and affiliates, and support for the general responsibilities of the Program Director and Clinical Coordinator. The EMS Administrative Specialist will support a growing department by reinforcing the work of instructors and helping to improve student success, retention, and completion.

Cost and Budgetary Support: \$3 the HFD Agreement/FY25 budget		0 (40% benefits) = <b>\$51,065</b> (included in
Strategic Priority Alignment:		☐ Community Impact
	☐ Resource Optimization	☐ Institutional Excellence
<b>Resource Person(s):</b> Karl Johnson Division Chair	n, EMS Program Director and G	ary Bonewald, Vocational Science
12/2	Bonswald Janu	uary 8, 2025
Originator	Date	
	r signed by Leigh Ann Collins 125.01.08 17:45:44 - 06'00'	
Cabinet-Level Supervisor	Date	
President's Approval:		
Betty a. mel	reha	1-15-25
President	Date	



# JOB DESCRIPTION

**Human Resources Department** 

JOB TITLE: Emergency Medical Services	FLSA: Non-Exempt GRADE: P-15			
(EMS) Specialist				
	NBAPOSN:			
LOCATION: FBTC Campus	EFFECTIVE DATE:			
☐ Wharton Campus ☐ Bay City Campus				
	REVISION DATE: October 28, 2024			
REPORTS TO: EMS Program Director, Vocational Science Division Chair, Dean of				
Workforce, and Vice President of Instruction				

#### **PURPOSE AND SCOPE:**

The Emergency Medical Services (EMS) Specialist will assist the EMS Department with clinical and lab coordination, communication with affiliates, collation of data and completion of reports for external agencies, tracking student progress, and managing daily operations. This position will be required to meet with prospective and current students, program affiliates, and the community to provide general information about the EMS program at various locations across the WCJC service area.

## **ESSENTIAL JOB FUNCTIONS:**

- This position assists the Clinical Coordinator with clinical scheduling, assignments for part-time instructors, general correspondence and meetings with affiliates, management of clinical agreements, and training needs of preceptors,
- 2. This position assists the Lab Coordinator with purchase orders, inventory of instructional supplies and materials, and scheduling lab instructors.
- 3. This position works with the Program Director to facilitate graduate and employer surveys, compile and maintain program data, and complete reports and other documents for the national registry and other external accrediting/licensing agencies.
- 4. This position assists the Program Director in developing and maintaining a student tracking system related to requirements of state agencies, accrediting bodies, national registries, and other governing organizations. These systems include but are not limited to Platinum Planner, MyClinicalExchange, and Castle Branch,
- 5. This position performs routine office administrative assistant duties including answering the telephone, maintaining the department calendar, creating department—related documents, developing spreadsheets, ordering textbooks and instructional materials as needed, attending

department meetings, creating meeting minutes, monitoring faculty timesheets, managing student attendance rosters, and maintaining confidential support in all aspects of the program,

- 6. This position serves as a contact for prospective and current students, provides assistant with program applications, and communicates general program information as needed.
- 7. This position assumes other duties as assigned.

## KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a minimum of an Associate's Degree or 60 college credit hours and two years of full-time work experience. A current EMT certification is preferred. Exceptional customer service skills and interpersonal skills are required. The person in this position must be proficient in the use of computers and related software for word processing, spreadsheets, and database management. Excellent written and communications skills are required. This position requires the ability to handle multiple tasks concurrently and with frequent interruptions. Strong organizational skills, initiative towards completion of assignments, and excellent follow through skills on all assignments and projects are required. The person in this position must have the ability to handle confidential information and the ability to work with minimal supervision. A criminal background check is required.

#### SUPERVISION OF OTHERS:

The EMS Specialist does not have any supervisory responsibilities.

## SUPERVISION AND DIRECTION RECEIVED:

The EMS Specialist is primarily responsible and accountable to the Program Director of Emergency Medical Services for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

## **EQUIPMENT USED:**

This position uses a personal computer workstation and other general office equipment.

#### CONTACTS:

External contacts of this position are with the general public, local and state agencies, community organizations and industry leaders.

Internal contacts of this position are with other members of the EMS Department, various WCJC Departments, students, faculty, staff, and administration.

## **COMPLEXITY/EFFORT:**

This position requires the ability to work independently under pressure handling multiple tasks simultaneously. The person in this position must be able to make decisions requiring independent judgment, maintain confidential information, interpret and apply administrative and departmental policies, regulations, and rules, understand and follow complex oral and written instructions, compose correspondence independently and handle emergency situations as they arise in the office. This position requires sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer.

This position requires the person to be a team player and establish professional working relationships with College employees and the general public. A high degree of judgment, tact, and discretion must be demonstrated at all times. The person in this position must have a demonstrated commitment to the mission of a comprehensive community college and be able to function effectively to achieve the College's goals.

### **WORKING CONDITIONS:**

LAST MODIFIED: October 28, 2024

Work of this position is performed primarily in a climate-controlled office environment. Exposure to natural atmospheric conditions such as dirt and dust, etc. is limited. There is minimal exposure to safety hazards. Frequent interaction with students and the general public is required. Travel and use of a personal vehicle is required.

Employee's Signature		Date	
Supervisor's Signature		Date	