



# FRIONA

THE BIGGEST  SMALL TOWN IN TEXAS



CITY OF FRIONA

EMERGENCY MEDICAL SERVICES

ASSISTANT DIRECTOR

FRIONA, TEXAS



## THE COMMUNITY

Friona has seen steady population and economic growth in recent years. The 2010 Census listed the population of Friona as 4,123, but steady growth associated with agriculture production has gradually increased the population in the community. The Cargill Meat Packing plant is the major employer (2,000) in the community and has expanded significantly in the past 5 years. The City is in a continuous effort to keep improving water and sewer infrastructure to accommodate the population and economic growth. Schools in Friona are part of the Friona Independent School District (3-A).

Friona is the official “Cheeseburger Capital of Texas” hosting an annual celebration focused on the food that combines the wheat, beef, and cheese readily produced in Friona. With fields of grain, 44 feed yards, and 16 dairies around Friona it is easy to see why the Cheeseburger has become a symbol of the community. Friona has a new community park inclusive of RV hookups. Parmer Medical Center is a Critical Access Hospital located in the community. The City is also home to an assisted living facility and a rural health clinic.



# GOVERNANCE AND ORGANIZATION

The City of Friona is a Type A General Law City located in Parmer County, Texas and operates under the Council/Manager form of government. Friona is serviced by one major highway, State Highway 60. The city is located approximately 70 minutes southwest of the City of Amarillo and twenty minutes from the neighboring City of Hereford to the East.

The City owns the municipal water and wastewater services. The City operates a local police department and emergency medical services. The City also has a municipal judge/municipal court, library, public works, and general office and administrative staff. Fire Service protection is provided by an all-volunteer Fire Department. The local solid waste collection is contracted with an area vendor. Friona budgets for 26 full-time employees; three of which belong to the Friona Public Library.

## ABOUT THE FRIONA EMS SERVICE

The Friona Emergency Medical Services (EMS) Department provides emergency medical services during times of crisis and transports individuals to and from the hospital. They respond to situations in a quick and efficient way, creating a helpful hand in a time of need for the community. The EMS Director and Assistant Director are full-time employees; receiving the full range of benefits from the City of Friona. The remaining EMS staff is comprised of members whose certifications range from ECAs to EMTs to Intermediates, or Paramedics. These employees are not full-time employees but rather part-time employees whose salary is paid on a certification scale. The Friona EMS Department is a community focused department and is currently looking at innovative ways to increase its membership. These membership drives consist of certification reimbursement programs and a high school training program. The Friona EMS department also functions in partnership with assistance from the Parmer Medical Center and the Panhandle Regional Advisory Council. These partners assist by enhancing services and programs at the Friona EMS Department and by providing financial, physical support and volunteer assistance as needed to preserve the future of this vital service to the community.



## IDEAL CANDIDATE

The Friona EMS Assistant Director is an EMT, or higher licensure, who works directly underneath the EMS Director. The Assistant Director is responsible for delivering quality care to critically ill patients under varied conditions and using assessment skills and written standards of care when physician contact is not possible. This position requires demonstration of the City's core values of "ICARE" (Integrity, Community, Accountability, Responsibility, and Excellence) and requires continuous interaction with department staff, City officials, part-time and full-time employees, and the general public. The Friona EMS assistant Director directly supervises the Friona EMS part-time and full-time employees working in the Friona EMS service.



Candidates should have a general understanding of:

- clinical competence in EMS policies and procedures;
- patient care based on established theory;
- management of medical/traumatic emergencies;
- ability to establish and maintain effective relationships;
- excellent interpersonal communication skills;
- personnel administration and supervising employees;
- critical care knowledge and patient privacy rules; and
- monitoring equipment utilization in special care units.



## EDUCATION AND EXPERIENCE



Candidates must be high school graduates or possess a GED and hold at minimum a EMT license with the Texas DSHS. Preference will be given to those who have an ALS certification from the Texas Department of State Health Services along with certifications in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) or equivalent. Candidates are required to obtain a minimum level of continuing education hours in order to maintain their certifications.

## COMPENSATION AND BENEFITS

The salary range for this position starts at \$35,000-\$40,000 annually and is commensurate depending on qualifications. The City provide a full range of benefits including insurance, paid sick and vacation leave, phone allowance, and retirement. The City participates in the Texas Municipal Retirement System (TMRS) at a 5% employee deposit rate with a municipal matching ratio of 2:1.

## APPLICATION PROCESS

Those interested in applying for the Friona EMS Assistant Director job must complete an employee application, provide a cover letter and resume. The City's application is accessible online at: <https://www.cityoffriona.com/>. The application and all required supporting documents must be mailed or delivered in person to Friona City Hall at the below address. For additional information, please email [emsdirector@frionatx.us](mailto:emsdirector@frionatx.us) or call (806) 250-2761.

City of Friona  
c/o Nikolas Baucom  
623 Main Street  
Friona, Texas 79035

Applications will be accepted until September 17, 2021.

The City of Friona is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalist for this position will be subject to a comprehensive background check.



# EMS ASSISTANT DIRECTOR JOB DESCRIPTION

## DESCRIPTION OF WORK

**Job Summary:** Directs and manages the programs, services and operational activities and staff of the Friona EMS as directed by the EMS Director; directs medical service development; provides emergency and health assistance to patrons; and performs other duties as may be required.

**Supervision Received:** Work is performed under the administrative direction of the EMS Director.

**Supervision Exercised:** Assists with management of the clinical activities of the Friona EMS Department.

## EXAMPLES OF ESSENTIAL DUTIES

Directs, instructs, schedules, reviews and evaluates the work activities of subordinate staff.

Evaluates, conducts, and directs the inventory of medical supplies and equipment.

Training and instruction of staff members.

Reviewing EMS run reports and narratives for accuracy and competency.

Attendance, virtual or otherwise, of the RAC meetings as scheduled.

Reviews invoices to be turned in to City Hall.

Prepares reports from collected data and information.

Writes press release for the EMS, reports requested by City administration, and general correspondence.

Assists in preparation of the departmental budget.

Coordinates and directs staff in the development of new programs or the enhancement of existing programs.

Addresses and resolves problems associated with vendor materials, deliveries, and billing.

## MINIMUM QUALIFICATIONS

**Knowledge:** Knowledge of EMS functions, policies, procedures, and practices; knowledge of patient care based on established theory; knowledge of DSHS, State, CDC, and DEA rules, regulations, laws, and guidelines; knowledge of medical literature; knowledge of emergency medical practices and; knowledge of stress management.

**Skills:** Skill to type a minimum of 40 wpm; skill in the use of a personal computer and data entry, including the use of Excel spreadsheets and Word documents and; skills pertinent to the EMS field such as CPR, medicine administration, and IV access.

**Abilities:** Ability to make independent judgments; ability to formulate program objectives and identify appropriate activities to meet these objectives; ability to plan, organize and monitor subordinate employee work assignments to accomplish unit objectives; ability to determine equipment and supply requirements; ability to develop the departmental budget; ability to assess the potential impact of community characteristics and social trends on departmental programs and activities; ability to identify the needs of patients and respond effectively; ability to establish and maintain working relationships with co-workers, supervisors and the general public; ability to communicate effectively both verbally and in writing and; ability to navigate and use pertinent websites effectively such as websites for DSHS, State, CDC, DEA, and others.

**Education:** High school graduate or GED; EMT certification, higher licensure preferred but not required; Degree in Emergency Medical Science or related field would be desirable but not required.

**Experience:** A minimum of one year of experience as an EMS professional and preferred a minimum of one year of supervisory experience over EMS staff.

Any work-related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities is an acceptable substitute for the above specified education and experience requirements.

**Licenses and Certificates:** Maintain at minimum EMT certification and CPR certification, or higher licensure as required. Continuing education as required.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach and bend over. The employee must have adequate manual dexterity to operate calculator, personal computer, telephone, copier

and other office equipment. The employee must have normal vision and hearing. The employee must routinely lift and/or move equipment and people up of varying weights, shapes, and sizes. The employee will regularly work in a normal office environment and on the ambulance which can lead to unstable, hazardous, loud, and otherwise dangerous environments that may subject the employee to extended physical, mental, and emotional stress. The employee will be required to meet regular work and project deadlines and to deal with subordinates in sensitive situations which can be stressful. The employee may be required to work abnormal or extended hours outside of traditional 8-5 Monday-Friday based on the needs of the department to maintain the effective and continuous emergency medical care for our community.