

# EMS Deputy Director (Emergency Medical Services)

*Cherokee County, SC*



**Location**

110 Railroad Avenue  
Gaffney, SC 29340

**Job Type**

Full Time

**Department**

Emergency Medical Services

**FLSA**

EXEMPT



## Job Summary

The Deputy Director of EMS serves as the second-in-command of Cherokee County EMS and is responsible for the day-to-day operational oversight of the department. This position supports the EMS Director in strategic planning, personnel management, logistics, and system performance. The Deputy Director provides leadership to field and administrative staff, ensures compliance with regulatory standards, and plays a key role in quality improvement, training, and emergency preparedness initiatives.

## Essential Functions

Essential Functions	% of Time
<p><b>Operational Oversight &amp; Supervision:</b></p> <ul style="list-style-type: none"> <li>Assists the EMS Director in managing all aspects of EMS operations, including staffing, scheduling, logistics, and clinical oversight.</li> <li>Supervises field supervisors and administrative personnel.</li> <li>Ensures compliance with local, state, and federal EMS regulations.</li> </ul>	30%
<p><b>Incident Response &amp; Emergency Management:</b></p> <ul style="list-style-type: none"> <li>Respond to incidents as a street level provider during times of high acuity</li> <li>Oversee incident response coordination and serves in command roles during major events.</li> <li>Participates in emergency preparedness planning and interagency coordination.</li> </ul>	20%
<p><b>Training &amp; Quality Assurance</b></p> <ul style="list-style-type: none"> <li>Leads or supports quality assurance, training, and continuing education programs.</li> <li>Ensures personnel maintain required certifications and competencies.</li> </ul>	20%
<p><b>Administrative Support and Budgeting:</b></p> <ul style="list-style-type: none"> <li>Reviews and acts upon, as necessary, all incident, deviations/exceptions, and other reports within the county related to EMS operations and provides extensive reporting to County Administration.</li> <li>Monitors and produces associated reports to County Administration regarding EMS operations and related operations across the county.</li> </ul>	15%
<p><b>Public &amp; Interagency Engagement:</b></p> <ul style="list-style-type: none"> <li>Responsible for maintaining good relations with the public and allied agencies as they relate to the field operations divisions.</li> <li>Keeps current on events affecting Cherokee County Division of EMS: accidents, injuries, breaches of policy, interagency relations, morale, newsworthy events, and superior/poor performance by field personnel.</li> <li>Attends needed continuing education programs</li> <li>Attends meetings with allied and other public safety agencies.</li> <li>Maintains close working relationships with representatives of other departments in the county.</li> </ul>	10%
<p><b>Misc.</b></p> <ul style="list-style-type: none"> <li>Serve as the Acting Director in the absence of the EMS Director.</li> <li>Other Duties as Assigned by County Administration</li> </ul>	5%

## Qualifications

### Job Requirements

- High school diploma or GED required
- Associate's degree or higher in EMS, healthcare administration, public safety, or related field preferred
- Current South Carolina Paramedic license or NREMT Paramedic with SC reciprocity
- Valid South Carolina Driver's License with acceptable driving record
- Current BLS, ACLS, and PALS certifications (AHA or equivalent)
- NIMS ICS 100, 200, 700, and 800 required; ICS 300 and 400 preferred
- Minimum of 5 years of progressive EMS experience required
- Minimum of 3 years in a supervisory or administrative EMS role preferred
- Must be available for recall 24 hours a day for emergency situations
- Must be flexible in work schedule to meet the demands of the county
- Must attend scheduled and called meetings
- Must be able to successfully pass a drug screen

## Performance Requirements

### Knowledge Of:

- EMS operations, clinical protocols, and regulatory compliance
- Emergency management systems and interagency coordination
- Personnel management, conflict resolution, and leadership principles
- EMS documentation systems and Microsoft Office Suite
- Budgeting, procurement, and resource allocation
- Effective communication and decision-making under pressure
- Training and quality assurance program development
- Ability to gain respect from others rather than demanding it.
- Ability to minimize stress by identifying problems before they occur and effectively dealing with stressful situations that do occur.
- Moderate knowledge of business, management, and fiscal skills.
- Basic computer literacy required.
- Must be trainable with typical academic style and format; able to study and learn independently.
- Able to learn from on-the-job experiences and draw inferences from diverse sources.
- Able to interpret instructions and understand implications using a broad background of knowledge and experience.
- Able to draw inferences and set up effective solutions when unexpected problems arise on the job.
- Able to plan and coordinate logistics in an efficient and cost-effective manner.
- Able to communicate opinions, observations, and conclusions such that they are understood.
- Ability to influence groups to both accomplish tasks and fulfill the needs of their members.
- Knows the key concepts and variables that define the ambulance and EMS industry (e.g., critical issues, economic vulnerabilities, measurements, information sources).
- Intellectual versatility...Recognizing, exploring, and using a broad range of ideas and practices.
- Thinking logically and creatively without undue influence from personal biases.

- Relationship versatility...Adjusting behavior to establish relationships across a broad range of people and groups.
- Records and data management skill...Writes good reports and records data in an efficient and easily retrievable form.
- Able to serve as an effective role model for subordinates.
- Negotiation skill...Securing win-win agreements while successfully representing a special interest in a decision situation.
- Objectives preparation skill...Preparing clear statements which describe desired outputs.
- Participates in implementation and evaluation of Loss Control Program.

## Other Information

### Working Conditions

**Primary Work Location:** Cherokee County Administration Building  
110 Railroad Avenue Gaffney, SC 29340

#### Physical Demands:

- Must be able to lift and carry up to 75 pounds independently and 200 pounds with assistance
- Frequent standing, walking, bending, kneeling, and reaching
- Ability to operate in confined spaces, adverse weather, and high-stress environments
- Visual and auditory acuity sufficient to assess patients and operate emergency vehicles safely
- Must be able to wear personal protective equipment (PPE) as required

#### Environmental Conditions:

- Office, emergency scenes, and public environments
- Exposure to bloodborne pathogens, communicable diseases, and hazardous materials
- May be required to respond to emergencies during nights, weekends, or holidays
- Subject to extended hours during major incidents or disasters

**Mental Demands:**

- Time pressures, emergency situations, frequent change of tasks
- Performing multiple tasks simultaneously
- Working closely with others as part of a team
- Stressful and high-pressure environments
- Training, documenting, and multitasking

**JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY:**

The Deputy EMS Director is expected to protect the privacy of all patient information in accordance with the County's privacy policies, procedures, and applicable laws. Access to protected health information is limited to the extent necessary to complete assigned job duties. Violations may result in disciplinary action up to and including termination.

**Americans with Disabilities Act Compliance**

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

**Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.