

EMS COORDINATOR

110-I

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, developing and coordinating the county-wide emergency medical services. Incumbent acts as a liaison officer between county government, EMS Advisory Board, hospitals, and the EMS providers and their agencies. The work is performed under the general supervision of the Commissioner of Public Safety in accordance with established policies and procedures with leeway allowed in carrying out all aspects of work. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Acts as liaison officer between the county government, the County Legislature, the EMS

Advisory Board, the EMS providers and their agencies within the county, emergency squads and first responder units, and other county officials;

Organizes and supervises county programs for EMS training and mutual aid;

Provides support and expertise to county EMS personnel and responds to concerns;

Assists in coordinating large scale EMS responses to emergencies or disasters with appropriate local, county and state agencies;

Establishes liaison with County EMS Coordinators of adjacent counties for the development of inter-county programs;

Maintains the county inventory of EMS training equipment, materials and resources and supervises the maintenance thereof;

Compiles and maintains lists of available services, resources, mutual aid agreements relevant to emergency medical services;

Performs duties as required in disaster emergencies, including response and recovery activities;

Assists in formulating policies and preparing directives regarding emergency medical services;

Makes periodic reports to the County Legislature and County Manager;

Attend meetings and appropriate committees and preside over other meetings during the day or evenings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the principles and techniques of emergency medical services; thorough knowledge of federal, state and local laws, rules and regulations governing the provision of emergency medical services; good knowledge of the geography and political subdivisions of the county; ability to establish and maintain cordial working relationships with the state, county and local officials and members of EMS forces; ability to plan, supervises and coordinate a complexity of operations; ability to interpret the EMS training to county and local officials and the public; initiative and resourcefulness; and good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and ten (10) years' experience as an Emergency Medical Technician, including five (5) years working in a supervisory capacity.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license.

Note: EMT Certification must be acquired within one (1) year of appointment.

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Last Reviewed: 5/16/19
Jurisdictional Class: Non-Competitive
Public Hearing:
NYS Civil Service Commission Approval: