

# EMERGENCY MEDICAL SERVICES DIRECTOR

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**DISTINGUISHING FEATURES OF THE CLASS:** This is an important position leading and managing the County Emergency Medical Services department and involving the coordination of emergency medical services for the community. The incumbent has department head level responsibilities including, but not limited to, program development and management, budget and finances, and personnel recruitment and supervision. The incumbent works with other emergency medical services providers in the region to ensure proper coordination of services. Considerable travel within the region is required. Participation at meetings which are held on evenings and weekends is also mandatory. This employee must also be available to respond to the scene of any major health emergency. Work is conducted under the general direction of the County Administrator with wide leeway allowed for independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Develops, implements and maintains a comprehensive emergency medical services plan for Livingston County;

Develops and maintains a budget for the department;

Prepares Federal and State grant applications for equipment, supplies, services and training in the emergency medical service field;

Coordinates ambulance and radio communication system services, including mutual aid within and outside of Livingston County;

Develops new service and communication capabilities within the emergency medical service system;

Oversees the development and delivery of appropriate training programs for emergency medical services personnel throughout the County and may conduct training as needed;

Ensures appropriate inventory of all necessary County owned emergency medical services equipment and supplies, and recommends new equipment and supplies to be purchased;

Recruits necessary personnel, ensures proper training, and supervises staff to ensure quality of services;

Addresses community groups, training sessions, school groups and other public and private organizations to promote emergency medical services programs and encourage volunteerism and recruitment;

Attends Fire Chiefs' and Ambulance Captains' meetings on a regular basis to assess training needs, disseminate information and address other concerns;

Participates as an active member of Monroe-Livingston EMS Council and sub-committees and other related Community organizations;

Responds to the scene of major health and medical emergencies in order to be a resource and assist medical and public safety personnel as required;

Operates emergency response vehicles, if needed;

Coordinates and acts as the liaison for medical protocols and medically related matters with the County Department of Health, State Health Department, County Board of Health and other related agencies;

Supports and carries out the public health goals related to emergency medical services and coordinates related services and program activities with the Public Health Director;

Performs other duties as assigned by the County Administrator and/or the Public Services Committee; and

Performs other necessary duties to ensure the provision of appropriate and necessary emergency medical services within the County.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles, techniques, and practices of emergency medical services; thorough knowledge of the procedures, equipment, and terminology associated with basic and advanced life support; thorough knowledge of the procedures, equipment, and terminology associated with communications technology in an emergency medical service setting; thorough knowledge of administrative principles and practices; good knowledge of the day-to-day operations of an ambulance service; good knowledge of grant application and management principles and practices; good supervisory skills; basic understanding of the operations and staffing of a hospital emergency department; ability to comprehend the rules and regulations of local, state, and federal regulatory bodies which pertain to emergency medical services; ability to prepare comprehensive written reports and training materials which contain specialized terminology in the area of emergency medical services; ability to comprehend and apply information presented in tabular form; good verbal and written communications skills; ability to comprehend and apply information contained in technical manuals pertaining to emergency medical services and equipment; ability to manage and work with people especially volunteer groups; ability to address various groups of people to promote emergency medical service programs; self motivation; maturity; emotional stability; good driving skills in emergency response situations; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of full-time professional level experience or its part-time equivalent in the emergency medical service area, including at least one (1) year in the planning, promotion, or administration of a service program; OR,
2. Graduation from a regionally accredited or New York State registered college with an Associate's degree and (4) years of full-time professional level experience or its part-time equivalent in the emergency medical service area, including at least one (1) year in the planning, promotion, or administration of a service program; OR,
3. Graduation from high school and (6) years of full-time professional level experience or its part-time equivalent in the emergency medical service area, including at least one (1) year in the planning, promotion, or administration of a service program; OR
4. Licensure by New York State as a Registered Professional Nurse and three (3) years of full-time experience or its part-time equivalent working as a Registered Professional Nurse, one year of which shall have involved working in an emergency room, intensive care unit and/or cardiac care unit; OR
5. Any equivalent combination of training and experience as outlined in paragraphs 1-4.

**NOTE REGARDING EXPERIENCE REQUIREMENTS:** An applicant's experience at a professional level in the emergency medical service area must be recent to satisfy the Minimum Qualifications set forth above. To be considered recent, at least six months of such experience must have occurred within the two-year period immediately preceding appointment.

**SPECIAL REQUIREMENTS:** Current certification as an Emergency Medical Technician, Emergency Medical Technician – Paramedic, or Emergency Medical Technician – Critical Care by the New York State Health Department or out-of-state equivalent, AND possession of a Class D Operator's license issued by the New York State Department of Motor Vehicles at the time of application. In the event an applicant is qualified on the basis of an out-of-state equivalent to EMT, EMT –Paramedic, or EMT-Critical Care, the individual must obtain New York State certification within one year of appointment. Professional certification and driver's license must be maintained throughout employment.

Emergency Medical Services Coordinator, C in all divisions

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