COORDINATOR, EMS

DISTINGUISHING FEATURES OF THE CLASS: This is coordinating and liaison work of a moderately complex nature which involves responsibility for providing efficient emergency medical services (EMS), especially volunteer and private ambulance services. The work also involves the above in response to natural and other disasters or mass casualty incidents. The work is performed under the general supervision of the Director of Emergency Services. Does related work as required.

TYPICAL WORK ACTIVITIES:
Develops and implements systems in order to ensure the efficient dispatch of volunteer ambulance workers;
Serves as liaison among volunteers, private paramedic units, hospitals and private ambulance corps and coordinates services among them, as required by laws and regulations;
Coordinates training for all county volunteer ambulance corps, including broadening courses and training in equipment utilization, in accordance with State and Regional EMS regulations;
Attends local and regional meetings including council meetings (e.g. EMS Council, E-911, Emergency Planning Council, Indian Point);
Provides input regarding the general administration of emergency services, including budget preparation;
Coordinates and implements procedures for special programs and projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles and techniques of emergency medical services, especially ambulance services; good knowledge of county resources for providing emergency medical services; good knowledge of federal, state and local laws governing the provision of emergency medical services; ability to coordinate a variety of public and private agencies and organizations providing emergency medical services; ability to communicate effectively, both orally and in writing; ability to meet and deal with people effectively.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma and four (4) years full-time (or equivalent pro-rated part-time) experience in recognized emergency ambulance service as an Emergency Medical Technician*, at least two (2) years of which was in a supervisory and/or administrative capacity.

NOTE: Education beyond high school in a health-related field (e.g. public health, nursing, etc.) may be substituted for the required general experience on a 2-for-1 basis (education-for-experience).

SPECIAL REQUIREMENT: New York State certification as an Emergency Medical Technician.

*R.C.D.P. (11.08.1989) 07.16.2015 - Job specification may be subject to further revision Competitive