

## **EMERGENCY MEDICAL SERVICES SPECIALIST\*\*\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is coordinating and technical work of a moderately complex nature involving a responsibility for assisting the Emergency Medical Services Coordinator in overseeing and administering the various training programs and functions of the Emergency Medical Services (EMS) division of the Department of Health, including response to large-scale planned events and response to both natural and other disasters or mass casualty incidents. Employees in this class may be required to respond to and work emergencies at other than normal working hours. The work is performed under the general supervision of the Emergency Medical Services Coordinator and supervision may be provided to EMS Instructors. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Organizes and coordinates County-sponsored training programs (e.g. New York State EMS courses, CPR, First Aid) in accordance with New York State and regional EMS regulations;  
Acts as liaison with EMS agencies in coordinating EMS training, developing training rosters and scheduling instructors;  
Processes and maintains program and student documentation;  
Acts as an EMS instructor, as needed;  
Verifies credentials of instructors and processes applications (i.e., course applications, renewals);  
Monitors programs, classwork and instructors to ensure adherence to EMS training standards;  
Prepares summary of training progress and related observations;  
Monitors budgets for both training supplies and personnel and oversees the ordering of training supplies;  
Assumes the responsibilities of the Emergency Medical Services Coordinator in his/her absence, including but not limited to acting as the on-site chief EMS commander during all potential and actual mass casualty events in the County requiring a multi-agency response;  
Assists in coordinating emergency medical services delivery among the volunteer EMS organizations;  
Reviews reports and activities of the County EMS volunteer Deputy Coordinators;  
Attends and/or coordinates local, state and regional EMS meetings as necessary;  
Prepares reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of emergency medical services; good knowledge of County resources for providing emergency services; good knowledge of Federal, State and local laws governing the provision of emergency medical services; good knowledge of emergency medical services training standards; good knowledge of New York State Emergency Medical Services Code\*; ability to plan and coordinate emergency medical training programs; ability to develop training schedules; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

**MINIMUM QUALIFICATIONS:** An Associate's degree or higher and three (3) years of full-time experience in a recognized emergency medical service as an Emergency Medical Technician\*\* or an Emergency Medical Services instructor, one (1) year of which must have substantially involved supervisory and/or administrative duties.

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**SPECIAL REQUIREMENTS:** At the time of appointment and throughout employment, the candidate must possess the following certifications:

1. New York State Department of Health Emergency Medical Technician (EMT) certification;
2. New York State Department of Health Certified Laboratory Instructor (CLI) or New York State Department of Health Certified Instructor Coordinator (CIC);
3. Must obtain the New York State Department of Health Certified Instructor Coordinator (CIC) within two (2) years of hire;
4. Cardiopulmonary Resuscitation CPR/First Aid and Basic Life Support (BLS) Instructor certification by the American Heart Association and the American Safety and Health Institute;
5. Hazardous Materials Awareness certification by New York State Emergency Medical Services or the Environmental Protection Agency (EPA) or the National Fire Protection Agency (NFPA);
6. Certification of completion of the National Incident Management System (NIMS) IS-100, IS-200 and IS-700 courses;
7. Must obtain National Incident Management System (NIMS) IS-300 and IS-400 certification within two (2) years of hire;
8. Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

\*To be demonstrated during the probationary period.

\*\*Experience as an ambulance driver will not be considered qualifying.

\*\*\*This reflects a retitling of Assistant Coordinator, EMS.