

EMERGENCY MEDICAL SERVICES (EMS) ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves acting as administrator and supervisor for a town-based ambulance service. This includes overseeing and scheduling the activities of emergency medical technicians (EMTs) and clerical staff, along with participating in the provision of emergency medical services. Work is performed under the general direction of the Town Board and Town Supervisor. Coordinates and implements procedures and protocols in accordance with established medical procedures. Cooperates with other local emergency and law enforcement personnel as necessary. Provides supervision to EMTs and clerical support staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides direct supervision to all Emergency Medical Technicians (EMTs) working for the ambulance service;
Ensures that EMT certification and ongoing training requirements are met and maintained;
Schedules EMT and clerical support staff for all shifts;
Assists with ensuring that IT/technical and medical equipment and materials are maintained, operational and up-to-date;
Oversees routine maintenance and custodial work of office and medical equipment on ambulances/vehicles;
Acts as liaison between the ambulance service and the public, police, fire and other EMS agencies;
Enlists active participation and coordination of appropriate professional, technical, voluntary and governmental personnel;
Assists in coordinating promotional and public outreach activities to inform and educate the public and encourage participation in and utilization of the ambulance service;
Establishes and maintains a filing system for records and information maintenance and prepares reports as needed;
Oversees inventory control, billing, and purchasing for the ambulance service;
Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;
Completes tours of EMT duty on ambulance calls, as required;
May drive an ambulance/emergency vehicle, as needed;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of emergency medical conditions, emergency first aid, and emergency medical treatment procedures;

EMERGENCY MEDICAL SERVICES (EMS) ADMINISTRATOR (cont'd)

good knowledge of and skill in using a variety of medical and first aid equipment in an ambulance/rescue vehicle; good knowledge of operation and maintenance of biomedical telemetry and other specialized medical equipment and technology used in administering emergency medical treatment; good knowledge of recent developments in the field of emergency medical treatment; working knowledge of the geography of the area; working knowledge of background, principles and objectives of federal, state, regional, and local emergency medical services (EMS) programs; skill in the operation of a medical emergency radio; ability to perform assessments and appropriately apply medical procedures in crisis situations; strength, stamina and endurance to perform rescues; ability to perform calmly and efficiently in crisis situations; ability to establish and maintain effective working relationships; ability to plan and direct the work of others; ability to communicate effectively both orally and in writing; ability to maintain records and prepare reports; dependability; integrity; good judgment; resourcefulness; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and possession of a valid New York State Department of Health Certification as Emergency Medical Technician-Basic (EMT-Basic) or higher certification, at time of appointment.

SPECIAL REQUIREMENTS:

1. At the time of appointment, possession of a valid motor vehicle operator's license.
2. At the time of appointment, successful completion of Incident Command System (ICS) courses 05A, 100 and 700 provided by the National Incident Management System (NIMS) in collaboration with the U.S. Department of Homeland Security Emergency Management Institute (EMI).