

DIRECTOR OF EMERGENCY MEDICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving coordinating and planning the county emergency medical services system, including basic and advanced life support systems, mutual aid and disaster preparedness. Incumbent serves as the county EMS coordinator, pursuant to New York State County Law, Section 223(b). Work is performed under the general direction of the Commissioner of Emergency Management and in accordance with State and Federal regulations and guidelines. Supervision is not normally a function of this class, but incumbent oversees a number of contracted EMS instructors and Advanced Life Support personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Acts as a liaison between the EMS provider agencies and local hospitals, area and regional trauma centers and regional and state regulatory agencies;

Administers and manages the county EMS Training Center and directs functions related to course planning, advertising, implementation and state funding;

Assists local ambulance services in developing and implementing EMS quality assurance and quality improvement programs in accordance with regional and state guidelines;

Collects data and assesses need in order to develop and implement programs to improve emergency medical services in the county;

Collects data and reviews and analyzes the current status of pre-hospital care in the county to establish trends and recommend actions to address needs;

Participates in EMS disaster preparedness planning and education and works with other county agencies to develop a coordinated response plan;

Teaches basic and advanced emergency medical technician courses and related courses;

Maintains a central inventory record of personnel, equipment and supplies relative to emergency medical services;

Attends meetings of EMS councils, committees, and other EMS organizations as appropriate;

Visits and communicates with the various EMS provider agencies to become familiar with their leadership, activities and needs;

Promotes public understanding and awareness of county EMS using news media and other means to distribute informational materials;

Provides pre-hospital emergency medical care to supplement local EMS agencies and assists with emergency scene coordination and/or emergency care at major incidents;
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: Thorough knowledge of the principles and objectives of federal, state, regional and local emergency medical services and programs; thorough knowledge of the trends, developments and current literature in the field of emergency services and disaster relief; ability to plan and coordinate complex procedures involving participation of community resources in support of emergency medical services and disaster relief; ability to maintain effective working relationships with groups and individuals; ability to present ideas clearly and effectively both orally and in writing; good judgment; initiative and resourcefulness; dependability.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's Degree in a health-related discipline, and two (2) years of experience in emergency medical services; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years experience in emergency medical services, two (2) years of which shall have been in a management or supervisory capacity; or
- c) An equivalent combination of education and experience as defined by the limits of a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. New York State Certification as an Advanced Paramedic
2. New York State Department of Health Instructor/Coordinator Certification
3. American Heart Association CPR Instructor/Trainer Certification or equivalent.
4. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.