

EMERGENCY MEDICAL SERVICES PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and developing a County-wide program for the delivery of emergency medical services. The incumbent identifies and works with private, public and voluntary emergency medical services in the preparation of emergency plans and the coordination of training programs for emergency personnel. The work is performed under the general supervision of the Director of Emergency Services with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over subordinate technical and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and coordinates a County-wide emergency medical service program;
Works closely with volunteer and paid ambulance agencies to improve emergency services;
Has administrative responsibility for the arranging and scheduling of training programs for emergency medical service personnel;
Coordinates the integration of the emergency medical services program with other County emergency plans;
Assists the Director of Emergency Services in preparing the agency budget;
Attends meetings, conferences and professional workshops related to emergency medical services, representing the Director of Emergency Services;
Prepares grant applications for equipment supplies, services and training in the emergency health service field;
Assists in selecting equipment to be purchased for County emergency medical services personnel;
Prepares reports and written material as needed;
Serves as liaison with regional emergency medical services organizations and councils.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, techniques and practices of emergency medical health services;
Thorough knowledge of the trends, developments and current literature in the field of emergency medical health services;
Thorough knowledge of the day-to-day operations and staffing needs of an ambulance service;
Good knowledge of existing community health service agencies;
Ability to express ideas clearly and concisely, both verbally and in writing;
Ability to establish and maintain effective working relationships with professional, technical and para-professional personnel, volunteers and with the public;

Ability to plan and supervise the work of subordinate technical and support personnel;
Ability to prepare written reports and informational materials;
Initiative;
Tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a New York State registered or regional accredited four year college with a degree in Emergency Medical Services or related field and four years of full-time experience or its part-time volunteer equivalent in providing emergency medical services, two years of which shall have been in either an administrative, supervisory or program coordination capacity.

SPECIAL REQUIREMENT: Current certification as an Emergency Medical Technician issued by the New York State Health Department.