

Jurisdictional Class: Competitive
Adopted: May 14, 1997
Revised: May 11, 2010

EMERGENCY MEDICAL SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a position with responsibility for coordinating a county-wide mutual aid plan for emergency medical service agencies. This position also provides for routine support of ambulance service from one primary service area to another. The work is performed under the guidance and direction of the Emergency Services Director. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides support to local emergency medical services;
Acts as liaison with a number of committees, boards, etc. in matters relative to emergency medical service programs, etc;
Administers a county-wide emergency response plan for emergency medical service agencies and provides support of ambulance services in time of large scale medical emergencies;
Collects data, sorts, reviews, and enters data into system;
Attends meetings, conferences, professional workshops, and seminars related to emergency medical services;
Presents public awareness programs which assure that the public is cognizant of emergency medical service programs in Clinton County and understands the community role in EMS;
Addresses public groups, interested agencies, and the media on emergency medical service issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the principles, techniques, and practices of emergency medical health services;
Good knowledge of the trends, developments, and current literature in the field of emergency medical health services;
Good knowledge of the day-to-day operations and staffing needs of an ambulance service;
Good knowledge of existing community health service agencies;
Knowledge of personal computer (PC) operation and applications to include word processing, spreadsheets, and data base management;
Ability to express ideas clearly and concisely, both verbally and in writing;
Ability to establish and maintain effective working relationships with professional, technical, and paraprofessional personnel, volunteers, and with the public;
Ability to prepare written response and informational materials.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years of full time experience or its part-time or volunteer equivalent in providing medical emergency services; one (1) year of which shall have been in either an administrative, supervisory or program coordination capacity.*

SPECIAL REQUIREMENT: Possession of a current Certification as an Emergency Medical Technician issued by the New York State Health Department, and must keep current throughout county employment.

***NOTE:** Administrative, supervisory, or program coordination experience is acceptable in the fields of medical emergency services or nursing.