

## **EMERGENCY MEDICAL SERVICES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This class has responsibility to plan and direct the County-wide program of emergency medical training and mutual aid programs among the various ambulance services within the County and is responsible for the efficient operation of the intra-and inter-County plans. Work is performed under the general supervision of the Director of Emergency Services with considerable leeway allowed for the use of independent judgment. Supervision is exercised over technical and clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates the participation of local ambulance squads in the New York State approved training course, recruits, interviews, and recommends for appointment;  
Establishes training times, places and schedules of participation with the instructors;  
Develops course curriculum and funding grant proposals for additional training courses;  
Investigates problems and develops recommendations dealing with emergency health services;  
Develops in-service training programs for emergency health service personnel, volunteers, and other staff;  
Coordinates voluntary and proprietary ambulance services and may coordinate their radio-communication systems;  
Investigates emergency health service complaints and reports findings for action;  
Responds to the scene of major emergencies in order to observe and assist medical and public safety personnel as required.

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

Thorough knowledge of the principles, practices and techniques of emergency medical treatment procedures;  
Good knowledge of the trends, developments, and current literature in the field of emergency medical services;  
Good knowledge of organization and staffing methods;  
Good knowledge of proper radio procedures and operations;  
Good knowledge of the geography and political subdivisions of the County;  
Good knowledge of reporting procedures for the department;  
Ability to plan and supervise the work of subordinates in a manner conducive to full performance and high morale;  
Ability to make clear, effective decision in stress situations;  
Ability to coordinate activities of two or more agencies responding to emergencies;

Ability to prepare and present oral and written reports;  
Ability to present ideas clearly and effectively, both orally and in writing;  
Ability to interpret the fire training and mutual aide plan to County and local officials and the public;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three years of experience in an emergency medical treatment program; or
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and five years of experience in an emergency medical treatment program; or
- C) An equivalent combination of training and experience as defined by the limits of both A) and B) above.

SPECIAL REQUIREMENT: Possession of a certificate issued by the New York State Department of Health as an Advanced Emergency Medical Technician and Instructor.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.