

Department: Emergency Services  
Classification: Competitive  
Grade: 7 M/C

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DOCUMENT 07

### **DEPUTY EMS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for coordinating the delivery of emergency medical support services among the various ambulance/emergency medical service providers. The incumbent acts as the information liaison between the EMS Coordinator and the individual EMS agencies within the County. May perform training, drill and exercise planning and facilitation functions. The work is performed under the general supervision of the EMS Coordinator with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists with developing and performance of necessary local in-service training;  
Participates in meetings and interactions with Emergency Medical Services (EMS) agencies, authorized EMS training centers and certified and/or licensed EMS personnel to develop cooperative partnerships that will enhance the delivery of EMS services to the public;  
Assists with instructing and coordinating EMS training and education programs for County EMS agencies/providers in accordance with established guidelines;  
Assists EMS personnel on incident scenes with multiple response agencies are assigned;  
Assists with the re-certification application process, including all related documentation;  
Assists on scene Incident Commander with obtaining adequate and necessary resources for response and recovery from incident;  
Attends Essex County EMS Association, Essex County CART Meetings;  
Responds when dispatched to EMS calls and function in a treatment made as may be required if adequate personnel resources are not already on scene as directed by Chief EMS Officer;  
Represents the department at emergency disaster sites and at meetings of emergency response organizations and other groups to recommend methods to insure effective operation and delivery of emergency care;  
Provides work guidance and/or functional supervision to volunteer or assigned staff during field training activities.

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

Thorough knowledge of the principles, practices, and techniques of coordinating emergency medical health services; thorough knowledge of the methods and techniques to control and mobilize resources in natural disaster emergencies; thorough knowledge of emergency services terminology; good knowledge of County geography, physical resources and community and government organizations; good knowledge of trends and developments in the field of emergency medical health services; good knowledge of basic and advanced life support techniques; good

knowledge of the laws, rules and regulation governing the delivery of emergency medical care; ability to function calmly in stressful situations in response to requests for fire, rescue, emergency medical, law enforcement, or disaster preparedness services; ability to exercise good judgment in evaluating situations, establishing priorities, and making decisions; ability to express ideas clearly and concisely, both orally and in writing; ability to develop and maintain effective working relationships with public officials, professional and technical and the general public; ability to prepare informational and written materials; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree and one (1) year of full-time experience in an agency or organization providing emergency medical services; or
- B. Graduation from a regionally accredited or NYS registered college or university with an associate's degree and three (3) years of experience in an agency or organization providing emergency medical services; or
- C. Graduation from High School and five (5) years of experience in an agency or organization providing emergency medical services one of which must have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of "A", "B" and "C" above.

**NOTE:** Experience credited towards meeting the minimum qualifications may be derived from paid or volunteer work experience. Part-time experience will be pro-rated.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a current EMT level or higher certification as may be deemed appropriate as a condition of employment.

Must possess and maintain a valid NYS driver's license during employment.

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