

DEPUTY EMERGENCY MEDICAL SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This class has responsibility for assisting the Emergency Medical Services Coordinator in duties involving the County-wide program of emergency medical training, including First Response, E.M.T. and A.E.M.T. educations programs, mutual aid, as well as coordinating and developing the pre-hospital emergency medical care delivery system in Broome County. Assists with the supervision and audit of care delivered by pre-hospital EMS providers. Work is performed under the general supervision of the Emergency Medical Services Coordinator with leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees, develops, and monitors specific Emergency Medical Service topic projects and areas including but not limited to MCI, Leadership, Tactical EMS and other special services areas, Provision of EMS at Mass Public Gatherings, clinical development, quality improvement, audit and research;
Assists in organizing, implementing and directing the County EMS Mutual Aid Plan and System;
Attends and reports on meetings and/or instructional classes, as directed by the Emergency Medical Services Coordinator;
Assists in recruiting, selecting, assigning, training and evaluating EMS personnel and instructors, as directed and requested;
Acts as liaison between Emergency Medical Services Coordinator and other agencies and organizations as assigned;
Acts in the absence of EMS Coordinator as assigned;
Responds and provides on-scene assistance as directed by EMS Coordinator.

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 proper radio procedures and operations;
Good knowledge of administrative principles and techniques;
Good knowledge of equipment and capabilities of emergency service agencies in Broome County;
Working knowledge of reporting procedures for the department;
Working knowledge of organization and staffing methods;

Ability to make clear, effective decisions in stressful situations;
Ability to coordinate activities of two or more agencies responding to an emergency incident;
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 EMS Mutual Aid plan to County, local government, and EMS agency officials and the public;
Initiative;
Dependability;
Resourcefulness.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally-accredited or New York State registered college or university with a Bachelor's Degree and one year of experience in providing emergency medical treatment and/or in EMS education and training; OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three years of experience in providing emergency medical treatment and/or in EMS education and training; OR

C) Graduation from high school or possession of an equivalency diploma and five years' experience in providing emergency medical treatment and/or in EMS education and training, OR

D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

NOTE: Part-time or volunteer experience will be considered acceptable experience; however, this time will be pro-rated.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: CURRENT certification by the New York State Department of Health as an Advanced Emergency Medical Technician, EMT-Critical Care, or Paramedic; certification must be maintained throughout the duration of employment in this title.