

**EMERGENCY MEDICAL SERVICES (EMS)/**  
**EMERGENCY MANAGEMENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for planning, developing and coordinating County-wide emergency medical services and for assisting in the planning, organization and implementation of the emergency management program. The work is performed under the general supervision of the Director of Emergency Services with leeway allowed for use of independent judgement in carrying out details of the work. Administrative supervision of EMS training program will be provided by Director of Public Health. May supervise clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Assists in formulating policies and preparing directives regarding emergency management; Assists in the development of specific emergency plans; Assists in the preparation of maps, charts and other graphics; Disseminates information and participates in meetings, mass casualty drills and training exercises; Assists in the implementation of emergency plans including the supervision of certain aspects or phases of such plans as assigned by the Director; Performs duties as required in disaster emergencies, including response and recovery activities; Represents director at emergency management conferences and meetings as requested; Assists in the promotion of understanding of emergency management and cooperation in emergency management work by providing civic and community organizations with relevant information; Reviews, updates, maintains and administers various EMS training programs in accordance with guidelines established by the Delaware County EMS Advisory Council; Maintains the County inventory of EMS training equipment, materials and resources and supervises the maintenance of that equipment; Plans and estimates the need for additional or unique equipment to enhance the County's training program; Compiles and maintains lists of available services, resources, mutual aid agreements relevant to emergency medical services; Acts as the American Heart Association Training Center Coordinator; Acts as a liaison officer between the Emergency Services office and the EMS Advisory Council, emergency squads and first responder units, other emergency services, local government and private agencies to coordinate development of emergency operational procedures.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the NYS EMS training program; Working knowledge of disaster control methods; Working knowledge of effective planning and organization for large scale emergency management operations; Good knowledge of EMS recruitment, equipping and training methods; Good knowledge of the organization of local, County and State government; Good knowledge of local geography, physical resources; Good knowledge of EMS organizations and related community and governmental organizations; Ability to establish and maintain cooperative relationships with public officials, professional and technical personnel, and the general public; Ability to communicate effectively both orally and in writing; Good judgement; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Three years fulltime paid experience as an emergency medical technician or six years parttime paid experience as an emergency medical technician which shall include at least six (6) months teaching EMS courses, and certification as an AEMT-CC and New York State Instructor Coordinator Status; or

B. Two years fulltime paid experience as an emergency medical technician or four years parttime paid experience as an emergency medical technician which shall include at least six (6) months teaching EMS courses and New York State Instructor Coordinator Status, and certification as a Paramedic.

**NOTE:** Verifiable volunteer or unpaid experience may be substituted for paid experience

**NOTE:** Must maintain certification as an AEMT instructor after appointment.

Adopted 10/25/90

Revised 1/21/91, 1/22/93, 1/6/94, 9/28/99, 11/27/02; 3/14/06; 4/18/07

Reviewed 4/23/10