THE ARLINGTON FIRE DISTRICT ANNOUNCES THAT RESUMES ARE NOW BEING ACCEPTED FOR:

Title: Director of Emergency Medical Services
Salary Range: $75,000 - $81,500
Resumes Accepted Until: 05/05/2014 - 3:00pm

NOTE:
All appointments will be done in accordance with the Dutchess County Department of Human Resources and Civil Service guidelines. Qualified applicants may be provisionally appointed until a Civil Service examination or review is administered and an established eligible list is used to make a permanent appointment. Promotional examination/review will be given in conjunction with Open Competitive examination/review.

Qualified applicants seeking employment must submit a resume in person, mail or email to:

Tory Gallante, Chief
Arlington Fire District
11 Burnett Boulevard
Poughkeepsie, NY 12603

tgallante@afd.org

Resumes must be submitted by May 5, 2014 - 3:00 pm

JOB DESCRIPTION/MINIMUM QUALIFICATIONS/SPECIAL REQUIREMENTS:
See Attached

ABOUT ARLINGTON:
The Arlington Fire District, located in the State of New York, serves a large portion of the Town of Poughkeepsie. The District operates out of four stations, and covers a response area of approximately 22 square miles with an estimated population of 33,000 residents.

The department provides fire, rescue, and advanced life support emergency medical services (including transport) and responded to over 5,200 incidents in 2013. Service is provided by a combination of 74 career staff and 90 volunteer members.
DIRECTOR OF EMERGENCY MEDICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the management and operation of emergency medical service functions of a fire district. The Director of EMS develops and operates an Advanced Life Support System for the district which must be integrated into the Dutchess County and Hudson Valley Regional Emergency Medical Services System. In addition, the incumbent functions as a paramedic whenever necessary. Work is performed under the general direction of the Fire Chief. Supervision is exercised over the Paramedics and other members of the volunteer and career staff as it relates to EMS.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Develops, modifies, and maintains terms and conditions of employment of the EMS program in accordance with laws, regulations, policies, protocols and procedures as dictated by NYS Department of Health and other federal, state, and regional regulatory agencies;
2. Ensures the EMS program is in compliance with regulatory agencies;
3. Prepares a proposed EMS budget for the district and submits to the Fire Chief;
4. Oversees the maintenance of all emergency medical services vehicles, equipment, and supplies in accordance with all applicable state laws, rules and regulations and district policies;
5. Supervises Paramedics and other members of the volunteer and career staff as it relates to EMS, which includes recommendations on hiring and ongoing performance monitoring and scheduling;
6. Performs all duties of a Paramedic whenever necessary;
7. Serves as a member of the Negotiation team for management;
8. Develops, schedules and conducts emergency medical service training program;
9. Ensures that all required personnel are cleared for respirator use and serves as point of contact for all work-related injuries and illnesses and other occupational health concerns;
10. Oversees the quality assurance program for the emergency medical services in accordance with all applicable laws and regulations;
11. Maintains, completes and submits all EMS records of the district including patient care reports;
12. Develops and maintains cooperative working relations with other community agencies (such as other fire services, police agencies, hospitals, private ambulance services, county fire dispatch and civil defense agencies) and resolve conflicts which may occur;
13. Attends or ensures representation at EMS related meetings in and outside of the fire district.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of and ability to apply emergency medical care to patients at the scene and en route to the medical center in order to administer aid and to monitor the service provided by staff;
Knowledge of and skill in using a variety of medical equipment in order to provide aid and to instruct others in the use of equipment and monitor their performance;
Knowledge of emergency and medical community resources available and their functions and capabilities in order to work with other providers to plan a comprehensive delivery system and address the needs of the community;
DIRECTOR OF EMERGENCY MEDICAL SERVICES (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES: (Cont'd)

Knowledge of the principles and practices of supervision in order to supervise staff in the program;
Knowledge of the geography of the area in order to plan efficient service delivery;
Knowledge of the principles of budgeting and administration in order to oversee the emergency medical services
provided by the district and plan for the expansion of services if necessary;
Skill in the operation of a medical emergency radio;
Ability to communicate effectively under crisis situations;
Ability to prepare written reports;
Ability to instruct others both in formal and field situations;
Ability to remain calm in emergencies;
Ability to work effectively with a variety of medical and emergency personnel and to deal effectively with
patients and their families;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a New York State high school equivalency diploma AND
Certification by New York State Department of Health as a Paramedic PLUS the following:

EITHER: (A): Graduation from a regionally accredited or New York State registered college or
university with an Associate’s degree from a New York State or regionally accredited
two-year college or university, plus six (6) years of post-certification full-time paid field
experience as a medic, at least two (2) years of which must have involved supervision;
OR: (B): Eight (8) years of post-certification full-time paid field experience as a medic, at
least two (2) years of which must have involved supervision;
OR: (C): An equivalent combination of education, training and experience between the limits
of (A) and (B) above.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

1. Candidates must meet age requirements as specified in New York State Emergency Medical Services
   Code, Section 800.40.
2. Possession of certifications as required by the Hudson Valley Regional Medical Advisory Committee to
   practice as a paramedic in the Hudson Valley Region.
3. Possession of a New York State Driver License at time of appointment and to maintain.
4. An appointing authority may require candidates to pass a qualifying medical and drug screening test in
   order to be appointed.

PS6107
ADOPTED: 11/15/90
REVISED: 07/16/99 3/26/14