DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, supervising and directing the activities of the Emergency Medical Services Division of the Department of Emergency Services. The incumbent performs administrative and supervisory work involved in the coordination of health and emergency medical services at the scene of disasters. The incumbent acts as a liaison and spokesperson for the Commissioner of Emergency Services with regard to emergency medical service needs in the community. Work is performed under the general direction and supervision of the Commissioner of Emergency Services with a wide latitude for the exercise of independent judgment. Supervision is exercised over a technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and coordinates the activities of the Medical Emergency Radio System and Ambulance Dispatch section of the division; Coordinates division activities with other divisions and County departments responsible for providing emergency services and medical treatment; Reviews various proposals and plans relating to emergency health care and makes recommendations for implementation to the Commissioner of Emergency Services; Prepares comprehensive reports on activities for presentation to the Commissioner of Emergency Services; Conducts public relations activities to increase community awareness and participation; Prepares budget proposals for division funding; Attends meetings, conferences and seminars relating to emergency medical services; Maintains current inventory of emergency medical supplies, equipment, vehicles and manpower; Supervises and evaluates division staff; Renders emergency medical care as necessary; Coordinates and schedules training for all emergency medical services workers in Erie County; Coordinates all emergency medical and health services in disaster situations and at mass casualty incidents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles, practices, and techniques of emergency medical services; Thorough knowledge of the literature, equipment and materials needed in the instruction of emergency medical care procedures; Thorough knowledge of administrative management principles and techniques; Thorough knowledge of the administrative policies and requirements of the New York State Division of Emergency Medical Services; Ability to coordinate paraprofessional and technical personnel in providing emergency medical care; Ability to coordinate and evaluate emergency medical service staff;
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to establish and maintain effective working relationships with students, instructors, emergency service personnel and the public;
Ability to respond effectively in emergency situations;
Tact;
Dependability;
Initiative;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and six (6) years of administrative experience, at least three (3) years of which involved providing emergency medical services or related emergency care type programs administration, or:

B) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of administrative experience, at least three (3) years of which involved providing emergency medical services or related emergency care type program administration, or:

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

SPECIAL REQUIREMENT:

Candidates must possess a valid New York State Emergency Medical Technician Instructor certificate.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.