

ASSISTANT DIRECTOR OF EMERGENCY MEDICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This position will assist the Director of Emergency Medical Services in all aspects of managing the emergency medical services functions of a fire district. This position is primarily responsible for the development and management of quality assurance and quality improvement issues related to the Advanced Life Support System of the district. In addition, the incumbent functions as a Paramedic whenever necessary. Work is performed under the general direction of the Director of Emergency Medical Services and Fire Chief. Supervision is exercised over the Paramedics and other members of the volunteer and career staff as it relates to emergency medical services.

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 does not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Oversees the Quality Assurance program of the emergency medical service function of the fire district, including training, PCR compliance, protocol compliance, and equipment repairs and maintenance;
2. Conducts, organizes and schedules drills as directed;
3. Assists the Director in the development of policies and procedures related to the emergency medical service system to conform with changes in the needs of the community, current medical protocol, and changes in law and regulation;
4. Assists the Director of Emergency Medical Services in the drafting of bargaining and negotiation proposals relating to the collective bargaining process;
5. Performs all duties of a Paramedic whenever necessary;
6. Compiles statistics, prepares reports and does related office work as required;
7. Manages confidential files relating to medical and personnel issues as directed;
8. The Assistant Director of Emergency Medical Services acts for and in place of the Director when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Thorough knowledge of and ability to apply emergency medical care and temporary medical procedures to patients at the scene and en route to the medical center in order to administer aide and to monitor the service provided by the staff;

Thorough knowledge of emergency medical care in order to train others in the provision of such treatment;

Thorough knowledge of training procedures in order to develop a comprehensive training program and to train staff effectively;

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

Thorough knowledge of quality assurance and improvement principles in order to develop a program, monitor the effectiveness of the system and recommend and implement modifications;
Good knowledge of and proficiency in using a variety of medical and first aid equipment in an ambulance in order to provide aide and to instruct others in the use of equipment;
Ability to supervise the work of others;
Ability to communicate effectively under crisis situations;
Ability to compile statistics and prepare reports;
Ability to instruct others both in formal and field situations;
Ability to learn and work with computers and a variety of software packages;
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 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 three (3) years of post-certification full-time paid field experience as a medic, at least one (1) year of which must have involved supervision;
- OR: (B): Five (5) years of post-certification full-time paid field experience as a medic, at least one (1) year 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. Must possess a Valid New York State Certified Instructor Coordinator certification within (6) six months of hire.
5. An appointing authority may require candidates to pass a qualifying medical and drug screening test in order to be appointed.