

## **EMERGENCY MEDICAL SERVICES ADMINISTRATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for the management and operation of emergency medical service functions of a fire district. This entails the management, control, coordination, training and procurement for EMS operations. In addition, the incumbent functions as a paramedic when necessary. Work is performed under the direction of the Chief, Deputy Fire Chief, and the Board of Commissioners. Supervision is exercised over the paramedics and 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 titles in this 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. Maintains, modifies, and develops components of the EMS program in accordance with laws, regulations, policies, protocols and procedures as dictated by NYS and regional regulatory agencies;
2. Ensures program is in compliance with the above regulatory agencies;
3. Develops, schedules, and conducts emergency medical service training;
4. Provides input the financial planning process for the EMS program;
5. Supervises all EMS personnel related activities;
6. Attends or ensures appropriate representation at district related meetings in and outside the fire district;
7. Acts as Infection Control Officer and is responsible for all Fit Testing, blood and airborne training;
8. Develops and maintains cooperative working relations with other community agencies (such as other fire services, police agencies, hospitals, private ambulance services, county fire dispatch);
9. Acts as a paramedic when requested.

### **FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:**

Knowledge of and ability to apply emergency first aid and temporary medical procedures to trauma victims 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 and first aid equipment in an ambulance 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;

## **EMERGENCY MEDICAL SERVICES ADMINISTRATOR** (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;

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 NYS high school equivalency diploma PLUS the following:

EITHER: (A) An Associate's degree from a New York State or regionally accredited two-year college or university, plus six years of post-certification full time paid field experience as a Paramedic or Paramedic/Firefighter;

OR: (B) Eight years of post-certification full time paid field experience as a Paramedic or Paramedic/Firefighter.

### **SPECIAL REQUIREMENTS FOR APPOINTMENT:**

1. Candidates must meet age requirements as specified in N.Y.S. Emergency Medical Services Code, Section 800.40.
2. Possession of current CPR card and current ACLS certification.
3. Candidates must pass the Dutchess County Medical Advisory Committee (MAC) exam.
4. Possession of N.Y.S. Class 5 driver's license.
5. Possession of a current N.Y.S. EMT-P Certification and maintain this level while in the position.

PS6112

ADOPTED: 06/28/04 (Asst. Chief-EMS)

REVISED: 07/19/04 10/11/07