

DISTINGUISHING FEATURES OF THE CLASS

Under the direction of the Commissioner of Emergency Management and in accordance with State and Federal regulations and guidelines, an employee in this class has responsibility to coordinate the Onondaga County EMS system by collaborating with private, public and voluntary emergency medical service providers. This includes developing and updating emergency response plans that impact the EMS response system and compiling and monitoring resource management within the EMS system. The incumbent is responsible for coordinating a comprehensive response to major emergencies/disasters involving mass/multiple casualties. Considerable independent judgment is exercised in determining how best to implement and enhance EMS activities in the community. The incumbent is delegated supervisory responsibility and does related work as required by the Commissioner of Emergency Management.

TYPICAL WORK ACTIVITIES

- Coordinates the integration of the emergency medical services program with other county emergency plans and special event plans.
- Develops, implements and maintains a comprehensive emergency medical services plan for Onondaga County, including mass casualty incidents and disaster situations.
- Assists in formulating policies and preparing directives regarding emergency management.
- Participates in meetings and interacts with emergency medical services (EMS) (including fire agencies), authorized EMS training centers and certified and/or licensed EMS personnel to develop cooperative partnerships that will enhance the delivery of EMS services to the public.
- Represents the department at emergency disaster sites and at meetings of emergency response organizations and other groups to recommend methods to ensure effective operation and delivery of emergency care.
- Maintains active interaction with emergency medical services agencies from within the County, neighboring counties as appropriate and the NYS Bureau of EMS.
- Develops and maintains relationships with organizations and community groups participating in the provision of emergency medical services, including hospitals, health departments, medical examiner's office and long-term care facilities.
- Participates as an active member of REMSCO and associated sub-committees, Child Fatality Review Committee, Ambulance Director's Committee and other organizations as assigned.
- Assists in the development of emergency plans.
- Promotes and implements the National Incident Management System (NIMS) concepts and Incident Command System (ICS) standards to all related EMS agencies.
- Provides information to emergency service providers regarding updates to statutes, rules and regulations related to emergency management from Federal, State and Local emergency management agencies.
- Pursues grant opportunities as well as other sources of funding for EMS development and implementation in the community.
- Prepares informational materials and reports as required.
- Coordinates EMS training and education programs for EMS providers, agencies and other first response organizations.
- Assists in the promotion of understanding emergency management and cooperation in emergency management work by providing civic and community organizations with relevant information.
- Compiles and maintains lists of available services, resources, mutual aid agreements relevant to emergency medical services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Excellent oral and written communications skills.
- Good knowledge of Emergency Management concepts and principles and the relationships to emergency medical services.
- Good knowledge of the methods used in the organization, development, administration and delivery of community health service.
- Good knowledge of administrative and managerial principles and practices and their effective use with

community groups.

- Good knowledge of the methods and techniques used in identification, development and application for federal and state funding.
- Good knowledge of existing community agencies, private, public and voluntary, which provide emergency medical services to the community.
- Working knowledge of basic understanding of NYS Bureau of EMS policies, procedures, protocols and training programs.
- Working knowledge of federal regulations including OSHA, controlled substances protocols, HIPPA etc....
- Working knowledge of effective planning and organization for large scale emergency management operations.
- Ability to establish and maintain both an effective and productive working relationship with diverse community groups and delivery systems in order to ensure continued cooperation in achieving EMS programmatic goals.
- Ability to participate and supervise in a manner conducive to full performance and high morale with staff and subordinates.
- Ability to express ideas clearly and concisely, both verbally and in moderately detailed narrative reports.

MINIMUM QUALIFICATIONS

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher and four (4) years of professional level work experience, or its part-time equivalent, in planning, development or coordination of a program or organization concerned with emergency medical services which must have included involvement in the training component of emergency medical services personnel; or,

B) Eight (8) years of paraprofessional or professional level work experience, or its part time equivalent, at least two (2) years of which must have been in a professional capacity in the planning, development or coordination of a program or organization concerned with emergency medical services which must have included involvement in the training component of emergency medical services personnel; or,

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

NOTES:

- Successful completion of graduate semester hours in Public Administration, or Public Health, or a closely related field, from a New York State registered college or university may be substituted for work experience as follows:
 - Thirty (30) graduate semester hours is equivalent to one (1) year of work experience.
 - Sixty (60) graduate semester hours is equivalent to two (2) years of work experience.
- This position is required to participate in meetings and events that are scheduled during evening and weekend hours. The incumbent is assigned Emergency Management On-Call responsibilities that include field response to multi-agency emergency incidents.
- Possession of a valid NYS Driver's license is required at time of appointment.

SPECIAL NECESSARY REQUIREMENT AT TIME OF EXAMINATION

- Possession of a current Basic Emergency Medical Technician Certification from the New York State Department of Health, or higher.

*SPECIAL NECESSARY REQUIREMENT REQUIRED WITHIN ONE (1) YEAR OF APPOINTMENT

- Must have completed Incident Command System I-200 with the ability to complete I-300 within 1 year of appointment.