

Emergency Medical Services (EMS) Administrator Tompkins County

Department: Village of Trumansburg
Classification: Competitive
Approved: 08/16/2018
Revised: 11/14/19; 10/2021
By: LG, Deputy Commissioner of Human Resources
BBP Risk Factor: At Risk

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or NYS registered college or university with a Bachelors degree **AND** at least one year of full-time paid (or the equivalent part-time or volunteer) experience, within the last seven years, in health care administration, as an EMT, Paramedic, RN, LPN, NP, PA, or MD, **OR** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in a public safety or emergency response department/agency, **AND** managerial, supervisory, or multi-agency coordination experience in a setting, industry, or profession satisfactory for the fulfilling of the duties of employment; **OR**
- (b) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree **AND** at least three years of full-time paid (or the equivalent part-time or volunteer) experience within the last seven years in health care administration, as an EMT, Paramedic, RN, LPN, NP, PA, or MD, **OR** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in a public safety or emergency response department/agency, **AND** managerial, supervisory, or multi-agency coordination experience in a setting, industry, or profession satisfactory for the fulfilling of the duties of employment; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** at least five years of full-time paid (or the equivalent part-time or volunteer), experience within the last seven years, in health care administration or within the health care field in any of the following professions: EMT, Paramedic, RN, LPN, NP, PA, or MD, **OR** ten years of full-time paid (or the equivalent part-time and/or volunteer) experience in a public safety or emergency response department/agency, **AND** managerial, supervisory, or multi-agency coordination experience in a setting, industry, or profession satisfactory for the fulfilling of the duties of employment; **OR**
- (d) Any combination of education, training and experience equal to or greater than that specified in (a), (b), (c), or (d) above as determined by the Commissioner of Human Resources.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

The candidate must possess a valid NY State Driver's license at the time of application and maintain such license for the duration of employment. If qualifying as a licensed healthcare professional, the applicant must possess, at the time of application, a valid New York State Department of Health Certification as Emergency Medical Technician-Basic or higher, or training, including but not limited to RN, LPN, NP, PA, or MD.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves acting as an administrator and supervisor for a Village-based ambulance service with multiple contracts for service in Towns adjacent to the Village. This position includes overseeing and scheduling the activities of emergency medical technicians (EMTs) and Paramedics; maintaining employee and Department licenses, certifications and accreditations; maintaining compliance with Regional EMS and NY State DOH requirements; and collaborating with neighboring agencies and County level emergency response departments on the efficient provision of Emergency Medical Services. The work is performed under the general direction of the Village Board and Mayor. This position is an FLSA Exempt salaried position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

- The candidate must demonstrate familiarity and basic proficiency with business practices, including but not limited to budgeting, billing, payroll, accounts payable and receivable, etc.
- Provides direct supervision to all Emergency Medical Technicians (EMTs) and Paramedics working for the EMS Department;
- Ensures that EMT and Paramedic certification and ongoing training requirements are met and maintained;
- Ensures that certifications required of the EMS Department by NY State Department of Health, or any other jurisdictional authority, are met and maintained;
- Schedules EMTs and Paramedics for all shifts;
- Assists with ensuring that IT/technical and medical equipment and materials are maintained, operational and up-to-date;
- Oversees routine maintenance and custodial work of office and medical equipment on ambulances/vehicles;
- Acts as liaison between the ambulance service and the public, police, fire and other EMS agencies;
- Enlists active participation and coordination of appropriate professional, technical, voluntary and governmental personnel;
- Assists in coordinating promotional and public outreach activities to inform and educate the public and encourage participation in and utilization of the ambulance service;
- Establishes and maintains a filing system for records and information maintenance and prepares reports as needed;
- Oversees inventory control, billing, and purchasing for the ambulance service;
- Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;
- May drive an ambulance/emergency vehicle, as needed;
- Performs a variety of related activities as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of emergency medical conditions, emergency first aid, and emergency medical treatment procedures;
- Good knowledge of recent developments in the field of emergency medical treatment;
- Working knowledge of basic business practices, including but not limited to budgeting, billing, payroll, accounts payable and receivable, etc.
- Working knowledge of the geography of the area;
- Working knowledge of background, principles and objectives of federal, state, regional, and local emergency medical services (EMS) programs;
- Ability to establish and maintain effective working relationships;
- Ability to plan and direct the work of others;
- Ability to communicate effectively both orally and in writing;
- Ability to maintain records and prepare reports;
- The employee must have the physical and mental ability to perform the essential functions of the job, either with or without reasonable accommodations.
- Dependability, integrity, good judgment, resourcefulness, tact and courtesy are required.

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