

Assistant EMS Director - Department of Emergency Response Tompkins County

Department: Department of Emergency Response

Classification: Competitive

Labor Grade: Management Grade L (82)

Approved: 0

Revised: 5/13;

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Public or Business Administration, Nursing, Health Care or a field related to emergency service work **AND** two years of emergency service experience, one of which must have been in an administrative or supervisory capacity and shall have included Advanced Cardiac Life Support (ACLS) instruction, Course Instructor Coordinator (CIC), or any similar certified emergency services training responsibilities; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of emergency service experience, one of which shall have been in an administrative or supervisory capacity and shall have included Advanced Cardiac Life Support (ACLS) instruction, Course Instructor Coordinator (CIC), or any similar certified emergency services training responsibilities; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

NOTE: Current certification as an Advanced Cardiac Life Support Instructor or Course Instructor Coordinator is not required to qualify for this position, the applicant only needs to have had certified experience performing those duties.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting the Director of the Department of Emergency Response (who acts as the County's Fire, Disaster and EMS Coordinator) in organizing, directing and administering a county-wide emergency service program that serves both volunteer and career fire and ambulance agencies. The incumbent assists in the planning, organizing and direction of the staff at emergency functions. The incumbent also assists the Coordinator in all administrative tasks associated with the emergency service program, such as agency budgeting, maintenance communication contract administration, equipment inventory and report writing. Extensive travel is required. An employee in this class works under the general supervision of the Director of the Department of Emergency Response. The Assistant Director will exercise supervision over all subordinate personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists the Director in supervising the county emergency services programs;
Networks with other emergency agencies (local police, highway departments, etc.) in emergency situations and grant funding;
Acts as a liaison for the Emergency Planning committees;
Assists in administering county emergency services including updating the County Mutual Aid Plan and planning fire and ambulance response;
Assists in communication planning of county departments and other agencies in preparing written requests and specifications for radio and equipment needs;
Assists in organizing, supervising and administering county-wide Emergency Training Programs and conducts and assists in Emergency Medical Technician Training Programs;
Travels extensively to respond to working alarms and emergencies, and provides specialized equipment and assistance as needed;
Maintains inventory of county emergency service equipment; and
Assists with the periodic review of Emergency Medical Dispatching procedures.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Emergency Medical Services laws and regulations;
Good knowledge of applicable State and local laws, rules and regulations governing mutual aid, disaster preparedness, disaster assistance, fire training, EMS, and emergency response and rescue operations;
Good knowledge of principles and practices of organizing and conducting fire and EMS training programs;
Good knowledge of Emergency Medical Services principles, practices, methods, techniques and equipment;
Good knowledge of the operation of and regulations governing emergency service communication systems equipment;
Good knowledge of disaster control methods;
Good knowledge of principles and practices of emergency medical service program administration;
Ability to plan, schedule and supervise the work of others;
Ability to operate a wide variety of emergency service tools and equipment requiring a high level of precision and dexterity;
Ability to express ideas clearly and effectively, both orally and in writing;
Ability to prepare reports and records;
Ability to maintain inventory and equipment; and
Physical condition commensurate with the demands of the position.

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