

EMERGENCY MEDICAL SERVICES OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsibility for assisting the EMS Coordinator in planning, administering and coordinating a comprehensive emergency medical training program for the County, and assisting in the emergency operations and disaster plans related to homeland security. An employee in this class helps formulate, conduct and maintain an emergency medical training program and assists in the coordination of emergency management and homeland security training and exercise programs. Work is performed under general supervision of the EMS Coordinator allowing the incumbent latitude to exercise some independent judgment and initiative in development of the training program. The employee is responsible for assuring that the necessary skills and knowledge are taught and that participants are adequately trained. Work is reviewed through personal conferences and by review of written reports and computerized records. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes and administers Emergency Medical Training Programs for fire, police, industry, ambulance and medical team personnel;

Schedules instructors, course coordinators and special lecturers to teach various courses in EMS Training Program;

Certifies instructors and course coordinators to teach CPR;

Prepares and processes all required reports and forms to secure available funding and for program administration;

Develops and prepares tests and quizzes for courses;

Orders, receives, stocks, inventories, and maintains equipment and supplies required for the EMS Training Program, and assures that all required course material is available at time of course instruction;

Establishes and maintains student files;

Instructs classes in EMS training as needed;

Evaluates the performance of instructors, course coordinators and special lecturers, and ensures that all relevant policies and guidelines are followed;

Keeps abreast of changes in State mandated curricula, policies, procedures, regulations, and guidelines, advises the EMS Coordinator regarding them, and implements them so as to keep the County's EMS Training Program fully-compliant with State requirements;

Assists in the development of emergency operations/disaster plans including those related to homeland security;

Assists in the coordination of the emergency management and homeland security training and exercise programs;

Responds to disaster emergencies and homeland security emergencies and participates in recovery activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of emergency medical treatment procedures;
Thorough knowledge of literature, curricula, equipment and other materials needed in the instruction of emergency medical treatment;
Good knowledge of recent developments in the field of emergency medical treatment;
Good knowledge of the relevant history and long-term needs of the County with regard to EMS response staffing capabilities, and the need for additional trained personnel;
Working knowledge of the principles and practices involved in coordinating an emergency management assistance program;
Working knowledge of principles and practices used in response to terrorism and other public threats and emergencies;
Working knowledge of methods used in the recovery process associated with disaster emergencies and/or homeland security emergencies;
Ability to plan and develop curricula and lesson plans;
Ability to effectively conduct teaching and training classes;
Ability to establish and maintain successful relationships with people;
Ability to prepare and write clear and concise reports;
Ability to prepare and maintain accurate records;
Ability to communicate effectively both orally and in writing;
Ability to respond to emergencies in a calm and effective manner;
Initiative and resourcefulness;
Good judgment;
Dependability.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of full-time experience or its part-time/volunteer equivalent in providing emergency medical treatment and/or in EMS instruction and training; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three years of full-time experience or its part-time/volunteer equivalent in providing emergency medical treatment and/or in EMS instruction and training; OR
- C) Graduation from high school or possession of an equivalency diploma and five years' full-time experience or its part-

time/volunteer equivalent in providing emergency medical treatment and/or in EMS instruction and training, OR

- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

SPECIAL REQUIREMENT: New York State Certification as Basic Emergency Medical Technician, Advanced Emergency Medical Technician, EMT-Critical Care, or EMT-Paramedic; **and** New York State Certification as an EMS Certified Lab Instructor (CLI) or Certified Instructor Coordinator (CIC).