

DIRECTOR - EMERGENCY MEDICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision the incumbent of this position, located in the Department of Emergency Services, is responsible for the coordination, support, assistance, implementation and further development of the Emergency Medical Services System (EMSS) in Westchester County as it effects agencies dedicated to the development of trauma and emergency medical service systems. Pursuant to Section 223b of New York State County Law, the incumbent serves as the County's EMS Coordinator and serves as an ex-officio member of the Westchester County Regional Emergency Medical Services Council as well as the Medical Advisory Committee, a subcommittee of the EMS council. Responsibilities also include participating in the development of the departmental budget, monitoring all training programs and services as well as directing computer aided dispatch system services. Supervision is exercised over a small number of subordinate technical personnel, clerical support staff and volunteers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in planning and coordinating a comprehensive Basic Life Support and Advanced Life Support System, and administers staff to implement the Emergency Medical Services program, in Westchester County in compliance with New York State and Federal guidelines and regulations;

Participates in the planning and formulation of policies and the coordination of activities regarding emergency medical services and trauma for the EMS Council, the County of Westchester and their respective committees as well as the County Executive;

Develops, maintains and coordinates the Emergency Medical Services System through the initiation and maintenance of working relationships among the County's municipalities, the EMS Council and EMS providers; enlists the active participation and cooperation of appropriate professional, technical and other personnel in private, voluntary and governmental agencies;

Works closely with the Regional EMS Executive Director, the Regional Medical Director, the Medical Advisory Chairman, and the various subcommittee chairs on issue relating to policies and procedures, by-laws, protocols, paramedic disciplinary review, etc.;

Serves as liaison and source of information between the EMS Council and the Medical Advisory Committee and the County's Departments of Emergency Services and Health;

Serves as a contact fort the New York State Department of Health to assist in the implementation of new policies and procedures and to bring County issues to the attention of the State Department of Health Bureau of Emergency Medical Services;

Initiates and develops coordinated efforts among the agencies and institutions providing both trauma care and emergency medical services including hospitals, ambulance corps, police and fire departments, rehabilitation centers, specialty care centers, training of citizens, etc.;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Provides support to the Westchester County Regional Emergency Medical Services Council, medical personnel, allied medical personnel, and medical resources;

Coordinates, as assigned, the EMS component of a uniform access number (E911) so EMS calls are triaged and dispatched correctly within the County;

Designs, institutes and coordinates a quality improvement program, to evaluate all aspects of trauma and EMS care;

Represents Westchester County and the EMS Council at institutes, conferences and seminars by federal, state, local and private agencies for the purpose of planning and formulating policies within the Westchester County;

Participates in the preparation of the departmental budget, with particular emphasis in the preparation of the County EMS program budget; prepares periodic financial reports;

Directs the scheduling, coordination and instruction of training courses held regularly for paraprofessional and professional EMS/hospital personnel and the coordination and training of affiliated program instructors for EMS related programs, and participates in the development of new educational and training programs based on formal and informal assessments;

Coordinates EMS disaster preparedness planning, including Indian Point Nuclear Plant, and works with all EMS, hospital and government agencies involved in these activities to respond appropriately in the event of a disaster;

Coordinates activities of a public and promotional education program and materials, including a Speakers' Bureau, and assists in the preparation, writing publication and distribution of media materials, including newsletters and promotional materials, designed to inform EMS hospital and professional personnel and educate the public in participation and utilization of the EMS and trauma system;

May develop funding sources and participate in the preparation of grant applications to support EMS efforts as required;

Determines audio-visual, computer and communication needs of the EMS Council and the Department of Emergency Division of EMS, and initiates an approach to meet those needs;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Acts as a technical resource on trauma and EMS as appropriate.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the background, principles and objectives of federal, state, regional, and local emergency medical services (EMS) programs; thorough knowledge of the development and administration of training programs; thorough knowledge of local agencies providing emergency services; good knowledge of methods and principles of public health administration; ability to maintain effective working relationships with groups and individuals; ability to clearly and concisely express ideas orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; dependability; integrity; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and four years experience in emergency medical services which must have included planning, development or supervisory responsibilities; or (b) eight years experience in emergency medical services which must have included the four years of specialized experience as stated in (a).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.