

PROGRAM ADMINISTRATOR (EMSS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an in consultation with the Director-EMS, an incumbent of this position is responsible for the day to day operations of the Emergency Medical Services Division, located in the Department of Emergency Services. Work includes the coordination and implementation of departmental procedures and protocols with regard to the Emergency Medical Services System (EMSS) in Westchester County as it affects agencies dedicated to the development of trauma and emergency medical service systems, including implementing disaster emergency preparedness protocols and mutual aid plans. Responsibilities also include assisting the Director-EMS in the preparation of the division budget, participation in long and short term planning efforts, and development of curricula for all divisional programs. Supervision is exercised over professional and technical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in planning and coordinating a comprehensive Basic Life Support and Advanced Life Support EMS System, and administers staff to implement the Emergency Medical Services program in Westchester County as part of the Westchester County EMS Region Program Agency, and 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 System, including oversight of the County Public Access Defibrillation Programs and the Cardiopulmonary resuscitation training initiative;

Assists in developing, maintaining and coordinating specific aspects of the Emergency Medical Services System through the initiation and maintenance of working relationships among EMS groups, organizations and agencies and enlists the active participation and coordination of appropriate professional, technical, voluntary and governmental personnel;

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.;

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

Assists in the development of coordinated quality improvement program, to evaluate all aspects of the trauma and EMS care system;

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

Represents Westchester County at institutes, conferences and seminars offered by federal, state, local and private agencies for the purpose of planning and formulating policies within the Westchester County Emergency Medical Services System;

Assists in the preparation of the department's EMS budget and periodic financial reports;

Schedules, coordinates develops and instructs training courses held regularly for paraprofessional and professional EMS/hospital personnel and coordinates and trains affiliated program instructors for EMS related programs;

Initiates the development of new educational and training programs based on formal and informal assessments, including the development of electronic web based education modules;

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 division;

Acts as a resource on trauma and EMS as appropriate;

Uses computer application such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public health practice; good knowledge of the background, principles and objectives of federal, state, regional, and local emergency medical services (EMS) programs; 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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; dependability; integrity; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a of a high school or equivalency diploma and current certification as a New York State EMT or Nationally Registered EMT-Paramedic and either: (a) seven years of experience where the primary function of the position was in emergency medical services providing training, education or direct services; (b) a Bachelor's Degree* and three years of experience as defined in (a); or (c) a Bachelor's Degree* in Emergency Management or closely related field and two years of experience as defined in (a).

SUBSTITUTION: Verifiable volunteer experience in emergency medical services providing training, education or direct services may be substituted for each year of the required full time experience. Candidates must note that volunteer experience must be equivalent to a 35 hour a week, full-time position.

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