

## PROGRAM SPECIALIST (EMSS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position, located in the Department of Emergency Services, is responsible for monitoring and supporting various programs including education, training, and credentialing of allied medical personnel in support of the Emergency Medical Services (EMS) System in Westchester County. An incumbent of this class coordinates continuing educational programs for emergency medical services providers; ensures compliance with contractual deliverables and assists with related work performed within the department. Supervision may be exercised over support and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares and conducts surveys of local facilities, prehospital healthcare personnel, allied medical personnel and medical resources relating to Emergency Medical Services;

Assists in coordinating EMS resources during large scale incidents or catastrophic events that occur in the County or when assistance is required outside the county;

May be assigned to temporarily work in the County's Emergency Operations Center when required;

Keeps current on mandatory training requirements for EMS providers and equipment requirements to support the job function; ensures that any changes or updates are communicated to appropriate staff for dissemination to EMS agencies;

Assists in developing comprehensive listings of all emergency medical service agencies in the county along with the levels of their personnel, resources and communication capabilities;

Assists in planning for Emergency Medical Services Council committee, subcommittees and technical advisory groups, with scheduling and running meetings; works with members of these groups to implement their programs as directed;

Attends meetings, conferences and workshops to keep abreast of developments in the field of emergency services and relays this information verbally and in writing;

Assists in recruiting personnel in various fields related to emergency services to instruct education programs;

Assists EMS agencies in ensuring adequate availability of services and in the development of a comprehensive quality assurance program;

Assists with the coordination of data from the Special Needs Registry and works closely with other partners or contractors associated with this matter;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of public health practices; 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 organize and coordinate program activities; ability to clearly and concisely express ideas, both orally and in writing; ability to effectively use computer applications such as 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 high school diploma or equivalency and current certification as an EMT or higher level first responder in NYS and either: (a) six years of experience where the primary function of the position was in emergency medical services providing training, education or direct services; or (b) a Bachelor's Degree\* and two years of experience as described in (a); or (c) a Bachelor's Degree\* in Emergency Management or closely related field and one year of experience as described 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.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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