

ASSISTANT EMERGENCY MEDICAL SERVICES COORDINATOR I

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position in the Ulster County Department of Emergency Services, Division of Emergency Medical Services. The incumbent in this position will act as liaison to the emergency medical service community, hospitals, local, state, regional, community organizations and municipal groups assisting and working with the provider community in developing and maintaining an effective emergency medical services system. The incumbent will develop programs and training in conjunction with Emergency Service providers to include the development and testing of bio-terrorism plans. This work is confidential in nature and is performed under the direct supervision of the Director of the Division of Emergency Medical Services, with leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision may be exercised over the work of support staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all the following, as well as other related activities not described.

Acts as liaison, and assists Emergency Medical Service (EMS) agencies and responders with services offered by the Ulster County Department of Emergency Services;

Monitors and prepares responses to any current issues affecting the EMS agencies & responders, and local municipalities;

Assists with the Planning, implementation, and coordination of EMS within Ulster County
Coordinates the integration of emergency medical care programs with other public and community programs;

Coordinates the participation of local EMS agencies in the New York State approved training courses;

Coordinates EMS agencies, ambulance services and aeromedical services and may coordinate their radio communication systems;

Coordinates EMS activities during activation of Ulster County's Emergency Operations Center (EOC);

Develops new service and communication capabilities within the emergency medical service system;

Develops in-service training programs for emergency medical service personnel and other staff;

Assists in planning and coordinating the recruitment, selection, training and evaluation of emergency medical personnel;

In conjunction with the Ulster County Department of Emergency Services staff, plans responses to disasters (manmade or natural), multi-casualty incidents, terrorism (biological, chemical, radiological or threat) and any related incidents;

Investigates problems and develops recommendations dealing with emergency medical services;

Investigates emergency medical service complaints and reports findings for action;

Responds to the scene of major medical emergencies in order to observe and assist medical and public safety personnel as required;

Assists with review on a yearly basis the Ulster County EMS Mutual Aid and Operations Plan and the Ulster County Mass Casualty Incident plan and updates as necessary;

Addresses community groups, training sessions, school groups and other public and private organizations to promote emergency medical service programs;

Attends meetings, conferences and professional workshops related to emergency medical care;

Assists in the preparation of emergency medical service programs;

Assists with the training, monitoring and review of Ulster County's Automatic External Defibrillator (AED) program;

Recommends the purchase of equipment

Renders emergency medical care when necessary;

The position functions primarily in an office environment as part of a collaborative, multidisciplinary team.

Develops reports to demonstrate the effectiveness of emergency medical services within Ulster County.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and techniques of emergency medical treatment procedures and services; thorough knowledge of the procedures, equipment and terminology associated with basic and advanced life support; thorough

knowledge of the literature, equipment and materials needed in the instruction of emergency medical care procedures; through knowledge of administrative management principles, practices and techniques; thorough knowledge of the administrative policies and requirements of the New York State Division of State Emergency Medical Services; thorough knowledge of the procedures, equipment and terminology associated with radio and biotelemetry communications in an emergency health service setting; thorough knowledge of the day to day operations of an ambulance service; good knowledge of grant application and management principles and practices; good knowledge of organization and staffing methods; good knowledge of the geography and political subdivisions of the County; good knowledge of reporting procedures for the department; good knowledge of the laws and regulations relating to emergency medical services; working knowledge of community agency organization relating to Emergency Medical Services; ability to plan and supervise the work of others in a manner conducive to full performance and high morale; ability to make clear, effective decisions in stress situations; ability to comprehend and apply information contained in technical manuals pertaining to emergency medical services and equipment; ability to interpret the EMS training and mutual aid plan to county and local officials and the public; ability to present ideas clearly and effectively, both orally and in writing; ability to coordinate and evaluate para-professional, technical and emergency medical service personnel in providing emergency medical care; ability to establish and maintain effective working relationships with professional, technical and para-professional staff, volunteers and with the public; initiative; resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in a health-related field and one (1) year of full-time paid experience or its' part-time equivalent in a health-related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in a health-related field and three (3) years of full-time paid experience or its' part-time equivalent in a health-related field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years full-of time paid experience or its' equivalent in a health-related field.

Special Requirements:

- 1. Possession of a certificate as a Basic Emergency Medical Technician issued by the New York State Department of Health; **AND**
- 2. Possession of an appropriate driver's license issued by the New York State Department of Motor Vehicles.

ULSTER COUNTY
0385 AEMSC I
Classification: Competitive
Grade 12
Union: CSEA

Adopted: February 27, 2026