

Class Concept

Work in this class requires a program management role and is responsible for directing and administering Emergency Medical Services activities and programs for providers and citizens throughout the State. Work involves developing objectives and budgeting for the system, formulating new programs, and implementing and revising the State's Emergency Medical Services Plan. Positions in this role: coordinate, direct, and evaluate activities of staff specialists; review and evaluate personnel needs and make appropriate recommendations to the Chief; develop and maintain procedures and policies necessary to ensure efficient program functions; plan and develop short and long range program planning, including evaluation of various program components for effectiveness; prepare agency objectives and goals and review, revise, and implement programs or components; provide information on EMS programs, orally and in writing, to state, regional, and local officials, EMS providers, professional groups, legislators, and other specialty groups. Positions may serve as Chief when necessary and support the overall development and coordination of a statewide EMS program. Work is performed independently under the general direction of the Chief, Emergency Medical Services, and is evaluated on the basis of program success and public reaction to the program.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of Emergency Medical Services programs and the principles and practices of public and business administration.
- Considerable knowledge of economic, social, federal assistance programs, and health needs in various areas of the State.
- Demonstrated ability to plan and coordinate a statewide development program
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to coordinate the work of professional and technical staff of various disciplines directly involved in Emergency Medical Services programs
- Ability to express ideas clearly and concisely, orally and in writing, with the ability to speak effectively before a variety of groups
- Establish and maintain effective working relationships with interested organizations, agencies, and individuals.

Minimum Education and Experience

Master's degree in an area specific to the program from an appropriately accredited institution and three years of experience in EMS administration/training or related field, including two years in a supervisory capacity; or

Bachelor's degree in an area specific to the program from an appropriately accredited institution and four years of experience in EMS administration/training or a health related field, including two years in a supervisor capacity; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.