

Class Concept

Work in this class involves coordination of emergency medical services activities within one EMS region of the State. Position is responsible for advising, assisting, and guiding all officials and providers of emergency medical services within the region. Work includes responsibility for advising the EMS Systems on contractual agreements, assisting and guiding Systems in assessing regional needs, developing and implementing regional EMS plans, and coordinating all training and certification of EMS providers in the assigned region. Position has considerable contact with State, federal and local agencies as well as the general public and extensive travel throughout the region is necessary. Work is performed under the general direction of the EMS Regional Supervisor and is evaluated on the basis of program success and public reaction of the program. Provides guidance and coordinates training services throughout region by assisting community college administrators in determining course emphasis, selection and orientation of course instructors, monitoring classes, and administering final examinations for certification of providers. Develops priorities for funding assistance to regional EMS Systems; provides assistance concerning funding procedures, rules, and regulations. Serves as resource person for DHSR Emergency Medical Services, offering assistance and advice on selecting and upgrading comprehensive medical treatment centers, implementation of EMS communications systems, certification of all EMS providers in region, and assurance of compliance with standards and regulations set forth by policy regarding EMS activities. Conducts periodic inspections of all EMS equipment and EMS vehicles for certification and licensing to provide emergency services in the region. Prepares and presents informational programs to various groups, representing the Department of Health and Human Services.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge and understanding of emergency medical service programs and organizations.
- Considerable knowledge of federal assistance programs.
- Ability to analyze situations accurately and to adopt an effective course of action.
- Ability to express ideas clearly and concisely, orally and in writing, and to speak effectively before a variety of groups.
- Ability to establish and maintain working relationships with organizations, agencies and individuals.
- Ability to evaluate training programs and initiate corrective action when necessary.
- Ability to establish funding priorities and guide officials / administrators through the funding process.
- Ability to provide guidance to officials / administrators in compliance with State, Federal and local regulations.

Minimum Education and Experience

Bachelor's degree in nursing, business administration, public administration, health care treatment, industrial management or technology, or any related field from an appropriately accredited institution and two years of experience in training or health related field, or administrative management, preferably in emergency medical services; or

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

High school or General Education Development (GED) diploma and six years of experience in training or administrative management or health related field, three of which must be in direct provision of emergency medical services; or an equivalent combination of education and experience.

Necessary Special Qualifications

Special Requirement must be EMT-Paramedic certified.