

EMERGENCY MEDICAL SERVICES TRAINING DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a part-time position involving overseeing a special Division of the County Health Department which serves primarily as a conduit for obtaining State funding utilized in subsidizing the training of candidates for Emergency Medical Technician (EMT) certification. The work is performed under the general direction of the Commissioner of Health with near autonomous judgement exercised in carrying out the limited mission of the Division. General supervision is exercised over a part-time clerical employee assigned to the office. An Emergency Medical Services Training Director performs related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares and submits the annual Emergency Medical Services Division budget;
- Directs the preparation of, reviews and approves a basic grant application form forwarded to the State for final approval of State reimbursed Emergency Medical Technician (EMT) courses;
- Contacts Emergency Medical Technician Instructors who arrange and conduct periodic courses for EMT certification and recertification;
- Purchases, maintains, and loans equipment, materials, and supplies utilized in EMT courses;
- Contacts service vendors to notify of needed repairs or adjustments to the County EMS radio system;
- Oversees the maintenance of records and reports related to EMT courses;
- Issues news releases announcing the holding of EMT courses;
- Regularly attends County and Regional Emergency Services council meetings to stay abreast of developments of interest to the local office;
- Reviews vouchers submitted for processing for payment for division operations to insure the charges are correct.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of business arithmetic and English; knowledge of office terminology, procedures, and equipment; ability to readily acquire a familiarity with State requirements for the funding of Emergency Medical Technician courses; ability to plan ahead; ability to establish and maintain effective working relationships with members of fire departments, emergency medical technicians, and emergency medical health care providers; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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