

## **MUNICIPAL EMERGENCY SERVICES COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for monitoring emergency medical service functions. Under general supervision of the Town Supervisor and Town Board, an employee in this class compiles, reviews, analyzes and evaluates various data related to the emergency services provided to the agency. The incumbent functions as a liaison between town government, ambulance provider and the fire districts. Supervision is not a duty of this position.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Compiles, reviews, compares, analyzes and evaluates various data related to the emergency services provided through the use of reports, interviews, and other available data;
2. Gathers background information on services which includes tracking of ambulance response times, interviewing etc. as well as recording of data;
3. Investigates and responds to complaints and concerns;
4. Acts as liaison between agencies as needed and develops and maintains cooperative working relations with community agencies (such as ambulance services, fire services, hospitals, police etc.);
5. Drafts reports of studies, including findings along with proper documentation for review by Town Supervisor;
6. May make oral presentations to describe research findings and answer questions to ensure all concerned have an accurate and uniform understanding and to foster cooperation and support;
7. Maintains records of information through the use of available software packages.

### **FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:**

Thorough knowledge of emergency and medical community functions and capabilities;  
Thorough knowledge of emergency response techniques;  
Working knowledge of the techniques and methods used in administrative analysis;  
Working knowledge of various software packages;  
Working knowledge of the services, policies and procedures of the community's emergency services;

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**FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:** (Cont'd)

Ability to gather and organize pertinent data;  
Ability to prepare detailed written reports and procedures;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

Five years of experience in emergency medical services including one year of ambulance related activities.

PS6116

Adopted: 11/10/05

Revised: 3/27/06