TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity





OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Emergency Medical Services (EMS) Administrator

SALARY: $55,000 - $65,000 base, commensurate with experience

LOCATION: Village of Trumansburg

TYPE OF EMPLOYMENT: Full-time

ISSUE DATE: 06/11/19

THE FINAL DATE TO FILE APPLICATIONS: 07/05/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 07/06/19

RESIDENCY WAIVED

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or NYS registered college or university with a Bachelors degree **AND** at least one year of full-time paid (or the equivalent part-time or volunteer) experience, within the last seven years, in health care administration, as an EMT, Paramedic, RN, LPN, NP, PA, or MD; **OR**

(b) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree **AND** at least three years of full-time paid (or the equivalent part-time or volunteer) experience within the last seven years in health care administration, as an EMT, Paramedic, RN, LPN, NP, PA, or MD; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** at least five years of full-time paid (or the equivalent part-time or volunteer), experience within the last seven years, in health care administration or within the health care field in any of the following professions : EMT, Paramedic, RN, LPN, NP, PA, or MD; **OR**

(d) Any combination of education, training and experience equal to or greater than that specified in (a), (b) or (c) above as determined by the Commissioner of Human Resources.

SPECIAL REQUIREMENTS:

The candidate must possess a valid NY State Driver's license at the time of application and maintain such license for the duration of employment.

If qualifying as a licensed healthcare professional, the applicant must possess, at the time of application, a valid New York State Department of Health Certification as Emergency Medical Technician-Basic or higher, or training, including but not limited to RN, LPN, NP, PA, or MD.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves acting as an administrator and supervisor for a Village-based ambulance service with multiple contracts for service in Towns adjacent to the Village. This position includes overseeing and scheduling the activities of emergency medical technicians (EMTs) and Paramedics, along with participating in the provision of emergency medical services. The work is performed under the general direction of the Village Board and Mayor. The employee will be responsible for coordinating and implementing procedures and protocols in accordance with established medical procedures. The Administrator will cooperate with other local emergency and law enforcement personnel as necessary. An incumbent in this class provides supervision to EMTs and Paramedics. This position is an FLSA Exempt salaried position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only) Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

- The candidate must demonstrate familiarity and basic proficiency with business practices, including but not limited to budgeting, billing, payroll, accounts payable and receivable, etc.
- Provides direct supervision to all Emergency Medical Technicians (EMTs) and Paramedics working for the EMS Department;
- Ensures that EMT and Paramedic certification and ongoing training requirements are met and maintained;
- Ensures that certifications required of the EMS Department by NY State Department of Health, or any other jurisdictional authority, are met and maintained;
- Schedules EMTs and Paramedics for all shifts;
- Assists with ensuring that IT/technical and medical equipment and materials are maintained, operational and up-to-date;
- Oversees routine maintenance and custodial work of office and medical equipment on ambulances/vehicles;
- Acts as liaison between the ambulance service and the public, police, fire and other EMS agencies;
- Enlists active participation and coordination of appropriate professional, technical, voluntary and governmental personnel;
- Assists in coordinating promotional and public outreach activities to inform and educate the public and encourage participation in and utilization of the ambulance service;
- Establishes and maintains a filing system for records and information maintenance and prepares reports as needed;
- Oversees inventory control, billing, and purchasing for the ambulance service;
- Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;
- May drive an ambulance/emergency vehicle, as needed;
- Performs a variety of related activities as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of emergency medical conditions, emergency first aid, and emergency medical treatment procedures;
- Good knowledge of recent developments in the field of emergency medical treatment;
- Working knowledge of basic business practices, including but not limited to budgeting, billing, payroll, accounts payable and receivable, etc.
- Working knowledge of the geography of the area;
- Working knowledge of background, principles and objectives of federal, state, regional, and local emergency medical services (EMS) programs;
- Ability to establish and maintain effective working relationships;
- Ability to plan and direct the work of others;
- Ability to communicate effectively both orally and in writing;
- Ability to maintain records and prepare reports;
- The employee must have the physical and mental ability to perform the essential functions of the job, either with or without reasonable accommodations.
- Dependability, integrity, good judgment, resourcefulness, tact and courtesy are required.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â’

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850