

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DEPUTY COMMISSIONER OF EMERGENCY SERVICES - **GRADE:** 25
DIVISION OF EMERGENCY MEDICAL SERVICES

TITLE ABBREVIATION: DEP COMM EMERG SVCS-EMS **TITLE NO.:** 562431

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: EMERGENCY SERVICES

NATURE OF THE WORK: The work involves responsibility for the coordination and administration of the county's Emergency Medical Services training and mutual aid programs. An incumbent in this class acts as liaison between the County, the local EMS advisory board, and EMS providers.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class in the competitive classified service. The Deputy Commissioner, authorized by County Law Article 5, Sec. 223-b, shall assist the local council in developing and maintaining programs for EMS training, EMS-related activities and mutual aid emergencies in which the services of local EMS providers would be used. The work is carried out according to NYS Public Health Law Article 30 regulations, in cooperation with local government, EMS advisory board and EMS provider policies and procedures. The duties require a high degree of human relations skills to ensure that this cooperation exists and leads to the optimal provision of emergency medical services to the county's residents. The work is performed under the general supervision of the Commissioner of Emergency Services. Direct supervision is exercised over the work of both agency volunteers and paid staff. Wide leeway is allowed for the exercise of independent professional and managerial judgment in accomplishing the goals of the unit.

TYPICAL DUTIES AND TASKS:

Coordinates and administers training programs for county emergency medical services personnel;

Acts as liaison between ambulance corps, hospitals, and other service providers to promote maximum emergency medical service both in the event of an emergency or disaster and in everyday mutual aid service calls;

Develops, maintains and provides information and education to inform the public how to access and utilize EMS services;

Establishes and maintains a system of reciprocal support among neighboring ambulance corps;

Coordinates activities of a wide variety of service providers in disaster drill

Supervises the work of both volunteers and paid staff;

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Prepares and administers the division's annual budget;

Prepares annual and periodic reports to the County Executive, the Commissioner of Emergency Services, the county EMS Council and others as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Public Health Law as it applies to the provision of emergency medical services; good knowledge of Orange County and its geography; good knowledge of the kinds and levels of service providers available within the county; good knowledge of effective training techniques; ability to prepare reports and maintain records; ability to foster effective working relationships among a wide range of agencies and individuals; ability to assist in development and implementation of emergency planning; ability to maintain a calm, organized demeanor in the event of an emergency; ability to communicate clearly and effectively both orally and in writing; ability to plan and coordinate a complexity of operations; sound judgment; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree* and three (3) years of paid experience or five (5) years of volunteer experience in an active EMS system, two (2) years of which shall have been in a supervisory* capacity; OR
- (B) Completion of sixty (60) credit hours* and five (5) years of paid experience or ten (10) years of volunteer experience in an active EMS system, two (2) years of which shall have been in a supervisory* capacity; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of paid experience or twelve (12) years of volunteer experience in an active EMS system, two (2) years of which shall have been in a supervisory* capacity.

*Supervisory experience: Must have served as a Chief, Assistant Chief or Captain of a career or volunteer Emergency Medical Agency.

SPECIAL REQUIREMENT: Must possess current certification as an Emergency Medical Technician as issued by the New York State Department of Health or reciprocal recognition by New York State. Possess and maintain a valid New York State driver's license.

*Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ADOPTED 1/1/2025