

**TOWN OF LAKE GEORGE
NOTICE OF VACANCY**

DIRECTOR OF EMERGENCY MEDICAL SERVICES

The Town of Lake George is seeking qualified candidates to apply for the position of "Director of Emergency Medical Services (EMS)" to manage and supervise the soon-to-be-formed Town of Lake George EMS Department. The Department will be formed and will start operations on January 1, 2022, but the position of Director of EMS will likely be hired prior to the end of the 2021 calendar year.

SALARY: \$ 29/hr. (\$60,320 for full-time, 40 hours a week)

RESIDENCY: No residency requirement

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency diploma *and* five (5) years of experience performing paramedic or EMT level services in an emergency services agency, two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: At the time of appointment and throughout the term of employment:

- Current certification as a NYS Emergency Medical Technician-Paramedic, OR Current certification as a NYS Emergency Medical Technician-Basic*(see note 2 below)
- Current certification in American Heart Association Basic Life Support for Health Care Provider (CPR): and
- Current (or future/pending) certification in American Heart Association Advanced Cardiac Life Support; and
- Possession and maintenance of a valid NYS motor vehicle operator's license at appointment and throughout the term of employment.

The position will be filled based upon Civil Service requirements, including the requirement of a Civil Service examination. A provisional appointment will be made with examination, including agility exam to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of the Eligible List. Additionally, preference in appointment may be given to eligible candidates who are legal residents of the municipality.

Interested candidates: Applications are available at www.lakegeorgetown.org and can be mailed to 20 Old Post Road, Lake George, NY 12845, Attention Patty Schuster, Town Clerk or be dropped off in person at the Town Hall, at 20 Old Post Road, Lake George, NY 12845. Please call Dan Barusch at 518-668-5722 (x5) or Patty Schuster at 518-668-5722 (x3) with any questions.

DIRECTOR OF EMERGENCY MEDICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position provides overall management of the emergency medical services program for a town. Responsibilities include planning, implementing and directing the provision of emergency medical care in the town, including establishing and implementing policies and procedures in compliance with federal, state and regional guidelines. The Director of Emergency Medical Services supervises emergency medical services staff and participates in providing treatment to individuals requiring emergency medical services. The work is performed under the general direction of the Town Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs the provision of emergency medical services in the town;
Establishes and implements the definition and standards of practice for the paramedic, CCT and emergency medical technician staff;
Supervises all emergency medical services employees;
Participates in responding to emergency medical requests, making diagnosis and providing emergency medical treatment in accordance with federal, state and local policies and protocols;
Recruits and recommends the hiring of paramedic and emergency medical technician staff;
Schedules paramedic, emergency medical technician and clerical staff, ensuring full coverage for all shifts;
Ensures that the appropriate certifications and credentials are maintained by staff throughout employment and ongoing training requirements are met and maintained;
Conducts and facilitates training and exercises to validate emergency plans and procedures;
Maintains detailed records of emergency expenditures; prepares financial reports and documents follow-up activities;
Conducts quality assurance reviews and programs in order to comply with regulations and standards;
Reports to the Town Supervisor and Town Board, both orally and in writing, relating to emergency service program matters;
Facilitates and/or participates in meetings with NYS DOH Regional EMS entities and other agencies and officials;
Performs administrative tasks required of the position, including maintenance of insurance records, inventory control records, etc.;
Prepares and presents annual budget;
Performs related duties which are necessary to the efficient operation of the emergency services program operation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of emergency medical conditions, techniques and procedures;
Thorough knowledge of current emergency medical procedures and practices;
Good knowledge of recent developments in the field of emergency medical treatment;
Good knowledge of the principles and objectives of federal state, regional, and local emergency services programs;
Ability to direct and supervise the work of others;
Ability to perform all functions of an EMT-Paramedic;
Ability to understand medical procedures and properly apply them to emergency situations;
Ability to operate all in-service emergency devices and equipment;
Ability to perform calmly and efficiently in crisis situations;
Ability to maintain records and prepare reports;
Ability to communicate clearly and concisely both orally and in writing;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;
Good reasoning skills; sound judgment; tact; courtesy;
Strength, stamina and endurance to perform rescues;
Conscientiousness; mental alertness; dependability.

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SPECIAL REQUIREMENTS:

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- *Current certification as a NYS Emergency Medical Technician-Basic*(see note 2 below)

- *Current (or future/pending) certification in American Heart Association Advanced Cardiac Life Support; and
- *Current certification in Basic Life Support for Health Care Provider (CPR): and
- *Possession and maintenance of a valid NYS motor vehicle operator's license at appointment and throughout the term of employment.

Note 1: The following trainings are a condition of employment and must be obtained within twenty-four (24) months of hire off of the approved Civil Service list:

- *BLS, PALS and ACLS provider instruction certificates;
- *Obtain and maintain medical control authorization privileges to practice in the region.

Note 2: At the time of appointment off of the approved Civil Service list and during employment, must meet or exceed medical and physical standards established for the position. Incumbent Paramedics must continue to meet or exceed all requirements for maintenance of NYS Paramedic certification and Regional Medical Control Authorization for the duration of employment with the Town. **Any EMT-Basic appointed to this position may be asked to obtain NYS EMT-Paramedic Certification within three (3) years of being appointed off of the approved Civil Service list.*

- *OFPC, DOH, or equivalent training