

Jurisdictional Class: Pending Jurisdictional Classification
EEO Category: Professionals
Adopted: 08/12/2026

EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The EMS Coordinator is responsible for the planning, coordination, development, and oversight of the countywide Emergency Medical Services (EMS) system for Oneida County. The position ensures compliance with New York State laws, regulations, and standards while supporting high-quality, coordinated prehospital care across all municipalities and EMS providers. This role is critical in implementing the county's responsibilities under New York State law, including the requirement that municipalities ensure EMS is provided as an essential service and that counties develop and maintain comprehensive EMS system plans. The work is performed under the general supervision of the Director of Emergency Services. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Lead development, implementation, and periodic update of the Comprehensive County EMS System Plan and disaster preparedness and mass casualty planning in collaboration with county-wide planning team comprised of local fire, police, hospitals, business owners, etc.;

Coordinate planning efforts with the Regional EMS Council, NYS Department of Health, municipalities, and service providers;

Analyze system performance data to identify gaps, trends and resource and training needs with all public safety agencies;

Serve as the county liaison to all EMS agencies, fire departments, hospitals, and public safety partners, volunteers, private paramedic units and EMS agencies and coordinates services among them, as required by laws and regulations;

Support mutual aid coordination and system-wide response planning;

Assist with development of operational policies, protocols, and standards;

Monitors provider compliance of State standards and required reports such as activity reports, annual reports, procedural guidelines, incident reports, etc.;

Provides input and prepares information regarding the general administration of emergency medical services, including budget preparation, policies and procedures and assists in grant administration;

Coordinates and implements procedures for special programs and projects, as assigned;

Assists with annual budget and reports for the county legislature accounting for monies received and expended for the program and prepares a variety of records, reports and correspondence related to EMS;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and techniques of emergency medical services; thorough knowledge of county resources for providing emergency medical services; thorough knowledge of federal, state and local laws governing the provision of emergency medical services; good knowledge of New York State Emergency Medical Services Code; ability to coordinate a variety of public and private agencies and organizations providing emergency medical services; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to prepare written material; ability to establish and maintain cooperative working relationships with others.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree **AND** two (2) years of full-time experience in a recognized emergency medical service as an Emergency Medical Technician*, at least one (1) year of which was in a supervisory and/or administrative capacity.;
OR
- (B) Possession of Associate's Degree **AND** four (4) years of full-time experience in a recognized emergency medical service as an Emergency Medical Technician*, at least two (2) years of which was in a supervisory and/or administrative capacity;
OR
- (C) Graduation from high school or possession of high school equivalency diploma **AND** six (6) years of experience in a recognized emergency medical service as an Emergency Medical Technician* at least three (3) years of which was in a supervisory and/or administrative capacity

SPECIAL REQUIREMENTS:

- 1 Possession of a valid New York State driver's license at the time of the appointment. The license must remain valid throughout the appointment.
- 2 *New York State EMT, AEMT, or Paramedic certification or higher
- 3 Incident Command System (ICS) 100, 200, & 700 and National Incident Management System (NIMS) training

NOTES:

- 1. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.