



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **EMS COORDINATOR**
 *(*Provisional Appointment)*

SALARY: **TO BE DETERMINED BY THE BOARD OF SUPERVISORS**

LOCATION: Essex County Department of Emergency Services, Lewis

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hour work weeks.

JOB SUMMARY: The work involves responsibility for coordinating the delivery of emergency medical support services among the various ambulance/emergency medical service providers. The incumbent is responsible for coordinating a comprehensive response to major emergencies/disasters involving mass/multiple casualties. The incumbent identifies and works with private, public, and voluntary emergency medical service providers in the preparation of emergency plans and the coordination of field training programs for emergency personnel. The work is performed under the general supervision of the Emergency Services Director with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. The incumbent does related work as required. Possession of a current Emergency Medical Technician-Critical Care (EMT-CC) or Emergency Medical Technician-Paramedic (EMT-P) certification at the time of appointment and maintained throughout employment is preferred, but not mandatory.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's degree and two (2) years of full-time experience in an agency or organization providing emergency medical services and one (1) year of which must have been in a supervisory capacity; or
- B. Possession of an Associate's degree and four (4) years of full-time experience in an agency or organization providing emergency medical services and one (1) year of which must have been in a supervisory capacity; or
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time experience in an agency or organization providing emergency medical services and one (1) year of which must have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A),(B) and (C) above.

(OVER)



Essex County Dept. of Personnel & Civil Service

Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Note: Your degree 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 was 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.

Must possess and maintain a valid NYS driver's license during employment.

Residency Requirement: There is no residency requirement.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. People seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: April 17th, 2025

Application Deadline: April 28th, 2025



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