

PROMOTIONAL OPPORTUNITY ONLY!!!!

**CHIEF PARAMEDIC – CHAUTAUQUA COUNTY
DEPARTMENT OF EMERGENCY SERVICES
SALARY RANGE: \$30.51 - \$40.26/HOUR + BENEFITS**

Chautauqua County Department of Emergency Services is looking to fill one (1) full-time, Chief Paramedic position out of the Mayville, NY office. The work involves responsibilities for the administrative support and direct supervision of all functions of the Department of Emergency Services. This position will function as a liaison between the department and the community, and between the Director of Emergency Services and Workplace Safety and department staff. The incumbent is a working supervisor who is also responsible for administering primary emergency medical care, as needed. The work is performed under the general supervision of the Director with considerable leeway allowed for the exercise of independent judgement in carrying out the tasks of treatment and patient care and the direction and assignment of subordinate personnel. Does related work as required.

Typical Work Activities:

- Provides supervision to all staff and is responsible for all disciplinary actions in accordance with procedures;
- Monitor and plan staffing changes, participates in interviews and hires staff;
- Direct, plan, review and implement a scheduling matrix within the department;
- Direct, review, approve and implement agency policies and procedures pertaining to operations and State regulations;
- Serves as On Call Supervisor for Fly Car/Transport Truck operations;
- Plan, review and direct staging locations of units and staff;
- Administrative point of contact for EMS agreements and contracts;
- Attends and participates in community meetings to discuss EMS planning with local partners, agencies and municipalities as the County EMS representative;
- Prepare, submit and notify billing reports for local agencies and serves as contact for billing vendor issues;
- Assists the Director in budget planning and coordinates the purchase of new vehicles and equipment;
- Attends Quarterly State EMS Council Meetings;
- Ensures compliance with all New York State EMS agency regulations and requirements and maintains current operating certificate and plans, as required by NYS DOH BEMS;
- Acts as the Designated Agent for Narcotics for Chautauqua County EMS, including reporting and regulatory requirements as defined by NYS DOH BEMS and part 800 of the Public Health Law;
- Primary contact for agency medical directors regarding agency performance and strategic planning;
- Supervises the EMS Education Coordinator position and duties, including the oversight of the CME program, the agency Course Sponsorship and associated educational trainings;
- Assist the Director with employee performance reviews;
- Functions on call after hours for staff issues and supervisory support;
- Responds and assists on scene after hours to large scale emergency scenes;
- Other duties as assigned by Director.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

- | | |
|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: FOR CURRENTLY CHAUTAUQUA COUNTY EMPLOYEES ONLY!!!

Candidates must be currently serving in, and have served permanently in the competitive class with the Chautauqua County Department of Emergency Services for four (4) years as a Senior Paramedic.

