



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **ADMINISTRATIVE OFFICER (EMERGENCY SERVICES)**
Jurisdictional Class: Competitive
Civil Division: Cayuga County
Adoption: CSM 12/11/96
Revised: CSM 12/14/05; 7/11/18

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in an Emergency Services Department and involves responsibility to assist in the management of the county emergency medical service function of fire services, and emergency management functions, including training of the public, Emergency Medical Technicians or Fire First Responders. The incumbent performs a variety of emergency management office functions in support of the emergency services program. The work is performed under the general direction of the County Director of Emergency Services. Supervision is exercised over the work of subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers emergency services funds received under various federal and state programs and other fiscal aid programs and maintains necessary books of accounts and other records;
Manages administration of emergency services courses including preparation and maintenance of required documentation of courses for the various emergency services programs;
Evaluates and develops methods, procedures, forms, and programs for emergency services courses;
Assists in the preparation of budget requests and justifications for departmental activities;
Prepares billing notices and collection of account receivables;
Maintains updated information relating to course requirements as set forth by New York State Department of Health, New York State Office of Fire and Control (OFPC), New York State Division of Homeland Security & Emergency Services (DHSES), or other oversight agency;
Coordinates course schedules, locations, instructors, and equipment rental;
Prepares purchase orders and monthly audits for accounts payable;
Maintains relations between New York State Department of Health, New York State Office of Fire and Control (OFPC), New York State Division of Homeland Security & Emergency Services (DHSES), county officials, instructors, and EMT/Fire students;
Prepares and requests technical bids for purchase of office and medical/fire equipment;
May coordinate Continuing Medical Education (CME) program;
May oversee the CPR program including preparation of American Heart Association Sponsorship, maintenance of student records, distribution of CPR cards, preparation and collection of accounts receivable, coordination of class scheduling, and maintenance of equipment and book inventories;
Supervises the coordination of emergency medical service and/or fire instructors and makes provisions for backup to fulfill their responsibilities in their absence or during events that involve more than one instructor;
Provides back-up to Deputy Director of Emergency Services to provide essential services during major disasters;
Manages usage of Fire Training Tower, including scheduling and liability coverage of Fire Departments, and budget related duties;

TYPICAL WORK ACTIVITIES: (Illustrative Only) Continued

Manages Emergency Management department database / systems, answers telephone and questions from the public as necessary or directed;

May attend various committee meetings as deemed necessary by the Director to enhance the department's knowledge and participation in local emergency services;

May oversee the Inoculation Clinic Program including maintenance of patient records, coordination of clinic scheduling, preparation and collection of accounts receivable, provides updated information and schedules to EMS units, evaluation of current program, and development of future programs;

Prepares a variety of records and reports related to the work;

Performs related work as assigned by Director of Emergency Services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of principles and practices of administration, including knowledge of personnel management methods and procedures; budgeting, organization, reporting, and communications;

Good knowledge of supervisory principles and techniques;

Good knowledge of the background, objectives, and criteria of federal, state and local emergency medical services programs;

Working knowledge of computer terminology and ability to learn software programs;

Ability to use a data entry keyboard or micro-computer to enter and retrieve data from computer files;

Ability to assist lower echelons of government within the political subdivision with requests for federal or state financial assistance;

Ability to develop and maintain records of location and condition of equipment, materials or supplies procured from the federal or state government;

Ability to plan, organize, and direct the activities of an office and coordinate training programs involving many diverse activities;

Ability to get along well with others and to secure their cooperation;

Ability to present ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business management, business administration, accounting, emergency services management, or related field, PLUS 2 years of business or government administration or management experience; OR
- (B) Graduation from a regionally accredited or NYS registered 2-year college with an Associate's Degree in one of the degree areas mentioned in (A) above, PLUS 4 years of experience as outlined in (A); OR
- (C) Graduation from high school or possession of a New York State Equivalency Diploma, PLUS 6 years of experience as outlined in (A); OR
- (D) An equivalent combination of training and experience as outlined in (A), (B), or (C) above.