



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

JOB SPECIFICATION

Civil Service Title:	COVID-19 Emergency Management Service Representative
Jurisdictional Class:	Competitive
Civil Division:	County
Adoption: CSM	11/25/2020
Revised: CSM	12/14/2021

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing COVID-19 pandemic related work as a representative of the Emergency Management Services team. Working directly with the Director, Deputy Director and Administrators in the Office of Emergency Services, these staff positions function as coordinators and facilitators of the many missions, programs and activities provided by and/or supported by the County Office of Emergency Services as it related to the COVID-19 pandemic. The incumbent may be assigned special projects as necessary as they relate to the COVID-19 pandemic including functions in clinics and emergency operation centers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Participates in COVID-19 public health clinics as a support professional;
May be responsible for special projects or programs;
Promotes and supports special operational teams, units, groups, and missions as assigned;
Supports communication, cooperation and collaboration with clinic staff;
Maintains records as required;
Evaluates and refers public to other community resources as required;
Maintains and utilizes information regarding community resources pertinent to COVID-19 patient care;
Supports clinic operation initiatives as a resource to the community-at-large;
Delivers confidential and time sensitive information to clinic participants;
May perform EMT related functions, including administering vaccine injections;
May perform other duties as requested or required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures of an emergency medical technician;
Ability to establish and maintain effective working relationships with clients and other service providers;
Ability to express ideas clearly and concisely;
Ability to organize work effectively;
Ability to interpret federal, state, and local laws affecting the medical and health programs;
Ability to prepare accurate and timely written records and reports;
Ability to maintain confidentiality;
Ability to communicate effectively both orally and in writing;
Ability to supervise the work of others;
Ability to maintain flexibility in assignments, multi-task, and work in potentially chaotic and stressful situations and environments;
Ability to work independently;
Good written and oral communication skills;
Good interpersonal skills.

MINIMUM QUALIFICATIONS:

Current NY State Department of Health certification as an Emergency Medical Technician or advanced level Emergency Medical Technician and, one year of experience as a basic or advanced level Emergency Medical Technician with one year of experience as one or a combination of the following;

1. Chief, Director, Captain, Lieutenant or Training Officer of a volunteer emergency medical service agency (including Fire Department based EMS providers); OR
2. Full-Time employment as an EMT/Advanced level EMT at a paid fire department, commercial paid EMS agency, not-for-profit paid EMS agency, or a combination paid/voluntarily EMS agency; OR
3. Deputy County Fire/EMS Coordinator; OR
4. Deputy County Fire Coordinator.