NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Emergency Medical Services Manager	CODE: 09395
	MAJOR AGENCIES: Board of County Commissioners	JURISDICTION: County

FUNCTION: Under general supervision from director of community services or other administrative supervisor, plans, manages & coordinates operations of radio communications system (e.g., Cuyahoga Emergency Communications System), supervises emergency medical services communications operators who operate UHF medical channels & other emergency radio channels communications system to facilitate provision of pre-hospital emergency medical services by maintaining communications linkages between hospitals & emergency medical services providers (e.g., police, fire, hospital & private paramedical units) for individuals needing emergency medical services located within county, develops & administers budget, completes related forms & reports, provides information regarding emergency medical services delivery & communications systems, represents division at meetings, speaks before groups;

- PERFORMS RELATED DUTIES AS REQUII

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	57-63	Plans, manages & coordinates operations of pre-hospital emergency medical services radio communications system (e.g., CECOMS, Cuyahoga Emergency Communications System), supervises emergency medical services communications operators who facilitate provision of pre-hospital emergency medical services by providers (e.g., police & fire, hospital & private paramedical units) for individuals of county needing emergency medical services, plans county-wide programs orientated toward improvement of pre-hospital emergency medical services (e.g., computerized medical information system, hazardous materials data information system, 911 telecommunications network, emergency medical services radio communications system), develops & coordinates emergency communications policies & procedures with police, fire & other emergency medical services providers in county, assists in development of regional emergency medical disaster policies & procedures, monitors effectiveness & efficiency of CECOMS & other emergency medical services advisory board programs, develops & administers staff training programs, assists in development & implementation of emergency medical services training, certification & competency criteria & evaluation programs, assigns staff to serve on, serves on & coordinates	Knowledge of (1) management, (2) emergency communications systems, (3) public relations, (4) agency policies & procedures for emergency medical services communications, (5) pre-hospital emergency medical services & related safety practices, (6) manpower planning*, (7) employee training & development*, (8) supervision, (9) county government structure & process*; skill in use of (10) emergency communications systems equipment; ability to (11) define problems, collect data, establish facts & draw valid conclusions, (12) develop position papers, (13) establish friendly atmosphere as unit supervisor, (14) handle sensitive inquiries from & contacts with officials & general public.

*Developed after employment

123: 1-6-02 (167)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
On call 24 hours/day; may require travel.	Emergency Medical Technician - Ambulance certificate issued by Ohio Department of Education per Section 4731.92 (A) of Revised Code, or 12 mos. training &/or experience in pre-hospital emergency medical services plus: completion of undergraduate	

NEW AUG 0 ? 1997

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MAJOR AGENCIES: Board of County Commissioners

CODE: 09395

JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		subcommittees of Emergency Medical Services Advisory Board, monitors local, state & federal legislation (e.g., notifies EMS advisory board of impact of legislation, develops position papers)& assists EMS Advisory Board to develop emergency medical services standards (e.g., treatment protocols, transfer & triage agreements, operational protocols).	
2	12-18	Develops & manages unit's operating budget, monitors expenditures, administers county financial assistance programs to communities within county to provide for pre-hospital emergency medical services; conducts correspondence regarding county emergency communications systems matters; completes forms & reports (e.g., monthly statistical, activity, fiscal, personnel & miscellaneous).	Knowledge of 1, 2, 3, 4, 5, 8, 9*, (15) budgeting; skill in use of 10; ability to 11, 12, 14, (16) calculate fractions, decimals & percentages, (17) prepare meaningful, concise & accurate reports.
3	12-18	Acts as county EMS Advisory Board liaison with organizations which provide or indirectly influence delivery of pre-hospital emergency medical services, attends meetings concerning EMS matters as representative of county commissioners &/or EMS Advisory Board, provides information & technical expertise & prepares & delivers speeches concerning pre-hospital emergency medical services & communications systems to individuals & groups (e.g., civic, governmental, emergency services providers, general public).	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8, 9*; skill in use of 10; ability to 11, 14, 17, (18) prepare & deliver speeches before specialized audiences & general public, (19) resolve complaints from angry citizens & government officials.

(168)

123: 1-8-02

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)*

major program core coursework or 2 years training &/or experience in management/supervision (e.g., public or business administration), which included responsibility for training other personnel; 1 course or 6 mos. training &/or experience in design & operation of emergency communication systems; 1 course or 3 mos. training &/or experience in public relations; or equivalent.