

## AMBULANCE DISTRICT ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Serves as the administrative head of the Mamaroneck Ambulance District which provides emergency medical service to the Town of Mamaroneck, the Village of Mamaroneck and the Village of Larchmont; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, establishes and implements proper procedures for emergency care provided by the Ambulance District. Supervision is exercised over paramedics and emergency medical personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees the procedures, regulations and guidelines of the Ambulance District and sees that they are effectively implemented;

Reviews all requirements of the New York State and Westchester County agencies that govern emergency medical service delivery and insures that the district is in compliance;

Recruits and recommends the hiring of ambulance personnel; supervises and schedules all District personnel;

Prepares and submits a tentative annual budget for the Ambulance district;

Establishes and implements billing procedures and policies for the Ambulance District;

Supervises the purchase of all supplies and equipment, and establishes inventory procedures for drug and medical supplies;

Recommends to the District Advisory Committee and Town Administrator such policies, guidelines and operating procedures for the effective delivery of emergency medical services;

Serves as liaison to the L/M Volunteer Ambulance Corps and Mamaroneck Village Volunteer EMS for the coordination of emergency service between the District and volunteer corps.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of EMS regulations, procedures and training requirements; good knowledge of the methods and procedures involved in budget preparation; good knowledge of the operation and use of computers; ability to communicate effectively orally and in writing; ability to maintain records and prepare reports; ability to recruit, schedule and supervise the work of others; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Completion of two years of college and three years of experience as a NYS certified paramedic, one year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: At time of appointment, possession of valid NYS Department of Health Certification as an Emergency Medical Technician -Paramedic (EMT-Paramedic).