



Finger Lakes Regional EMS Council

63 Pulteney Street
Geneva, NY 14456
(315) 789-0108

This professional position description for Program Agency Coordinator is newly established July 25, 2016.

Title: Program Agency Coordinator

Reports to: Finger Lakes Regional EMS Council and Executive Committee

Type of Appointment: Full Time

1. Qualifications:

- A. **Educational Background:** Associates Degree in Business Administration or EMS, and other related fields. Bachelor's degree is preferred.
 - B. **Special Skills:** Minimum of 3 years' experience in managerial duties. Excellent written, oral, communication and presentation skills; proven customer service orientation; high level of experience with QuickBooks and accounting principles. High level of proficiency using Microsoft Office products (Word, Excel, PowerPoint, Publisher, Access, Outlook); Strong organizational skills; ability to maintain flexible work schedule to accommodate day, evening, and/or weekend service demands. Ability to work independently to prioritize tasks and problem-solve; ability to function at a high-level in a fast paced environment. Ability to provide training and advisement in individual and group settings. Must be currently certified as a NYS EMT, NYS Paramedic current certification preferred.
2. **General Functions:** Oversees and administers the operation of Program Services according to the terms of the agreement (contract) with the State of New York, meeting all of the objectives listed in the essential functions of this job description including administrative and fiscal guidelines and services summarized in Attachment C (the Program Work plan as outlined in the NYSDOH Bureau of EMS Contract)
 3. **Essential Functions:** Provide assistance to ambulance services and ALS services in meeting NYS requirements. Provide assistance, staff, administrative support and coordination to REMAC and FLREMSC which will include a quarterly report summarizing that support. Assist REMAC to develop, and distribute protocols and provide training on these protocols to EMS services and medical control physicians. Facilitate cooperation and coordination of the regional QA/QI programs at the service, county, and regional levels including QA/QI workshops and targeted QI studies. Manages the PCR and Regional EMS Information system, including a quarterly report summarizing the PCR activities of the certified ambulances services in the FL Region. Provides pre-hospital care data to the REMAC and FLREMSC and local EMS agencies for system analysis, management and quality improvement purposes. Provides a mechanism to inform EMS agencies of EMS programs. Provides NYS DOH EMS Bureau required quarterly reports describing activities performed for each deliverable and include a standard state voucher for

expenses incurred during the quarter consistent with approved budget. Cooperates and works with auditors to meet NYS Program Agency audit requirements and reports. Manages assigned employees and maintains all associated records, timesheets, payroll, evaluations; preparing an annual report in the first quarter summarizing required information for each person assigned to the grant. Maintains fiscal records, budget modifications, and equipment inventories. Prepares an annual report in the first quarter for building costs and allocations, agency organizational information, and travel documentation.

4. Detailed Work Activities:

Assist in the development and prepare annual training plan
Document provision of administrative services
Plan or organize work
Modify work procedures or processes to meet deadlines
Delegate appropriate administrative support activities
Develop budgets
Analyze operational or management reports or records
Prepare financial reports
Plan meetings or conferences
Compiles itinerary of planned meetings or activities
Schedule or contract meeting facilities, special education functions (i.e. annual conference)
Conduct or attend staff meetings
Prepare reports
Prepare travel vouchers
Analyze organizational operating practices or procedures
Evaluate office operations
Maintain administrative services procedures manual
Direct and coordinate activities of workers or staff
Orientation of new employees
Maintain job descriptions
Prepare or maintain employee records
Schedule employee work hours
Assign work to staff or employees
Oversee work progress to verify safety or conformance to standards
Evaluate performance of employees or contract personnel
Consult with managerial or supervisory personnel
Recommend improvements to work methods or procedures
Requisition stock, materials, supplies or equipment, purchase office equipment or furniture
Maintain inventory of office, agency owned equipment, and supplies
Maintain records, reports, or files
Maintain travel expense accounts
Maintain inventory of office forms
May have to attend meetings in non-traditional hours as requested
Maintain FLREMSC Website
Maintain/perform webcasting as required for NYSDOH Meetings
Work with FLREMSC/NYS auditors for end of fiscal year reporting

Job Details

Job Location: FLREMSC Office
Starting Salary: \$45,000/year commensurate with experience
Hours/Week: 37.5
Education Degree or Training: Associates Degree in Business Administration/other related fields, and EMS. Bachelor's degree is preferred.

Licenses, Certifications, or

Registrations: Minimum NYS currently certified EMT, Paramedic preferred.
Years of Experience: 3 years in Managerial Duties
Position Start Date: July 1, 2017 (NYSDOH Grant Funded Position)
Number of Positions: 1
Benefits Include: Vacation, Observe same holidays and closures as Finger Lakes Community College, Health Insurance Stipend

Contact Information

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