



City of Tempe

EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	311		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Fire		<i>Salary / Hourly Minimum:</i>	\$61,399
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i>	\$82,888
<i>Employee Group:</i>	NSU		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Emergency Medical Services Coordinator
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general direction from the Fire Deputy Chief or from other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four years experience in the medical field, including two years of responsible experience in one of the following fields: Home Healthcare Nurse, Behavioral Health Nurse, Emergency Room Nurse, Pre-hospital Flight Nurse, Pre-hospital Manager/Coordinator, Fire Department EMS Coordinator, EMS Educator, or Paramedic Program Coordinator.
<i>Education:</i>	Equivalent to an Associate's degree from an accredited college or university with major course work in Nursing, Emergency Medical Services, or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Registered Nurse or Licensed Practical Nurse licensed to practice in the State of Arizona. ● Possession of, or required to obtain within one year of appointment, an instructor certificate in the following areas: <ul style="list-style-type: none"> - Basic Life Support (BLS) - Advanced Cardiac Life Support (ACLS) - Pediatric Advanced Life Support (PALS) - Emergency Medical Technician (EMT) - CPR Certificate of Instruction ● Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To analyze, plan, design, implement, and administer EMS programs as well as other department and community oriented programs, including Advanced Life Support (ALS), Basic Life Support (BLS), immunizations, Continuous Quality Improvement (CQI)/problem resolution, EMS certification, and other education and improvement programs.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Evaluate Emergency Medical Services (EMS) data; identify methods of effective emergency medical care; identify methods to correct complex medical issues and patient care delivery situations; design quality assurance programs to measure program outcome and effectiveness; and develop SOP's, educational and operational programs, and make other medical recommendations.
- Conduct research and analysis of current and future EMS issues and trends to ensure the Fire Department's medical services reflect the most current technology and service delivery alternatives.
- Recommend and assist the Battalion Chief assigned to EMS in the implementation of goals and objectives for EMS programs, projects and systems; establish schedules and methods for EMS operations; assist in the implementation of policies, procedures, programs, methods and systems as appropriate.
- Serve as a liaison between the Fire Department and hospitals, medical direction authorities, ambulance supervisors, and other outside agencies regarding EMS activities, procedures, and policies.
- Conduct EMS training activities and classroom instruction sessions including Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), CPR, and/or Emergency Medical Technician (EMT) programs.
- Communicate with Fire personnel, citizens, and other customers in identifying and resolving EMS issues.
- Perform ride-alongs with emergency vehicles during emergency calls to evaluate EMS services under emergency scene conditions.
- Assist in the preparation of comprehensive EMS budget documents; assist in the preparation and administration of the EMS annual budget; prepare cost estimates for EMS budget

recommendations and submit justifications for EMS budget items; and monitor EMS budget expenditures and assist in the budget control.

- Prepare and staff public information displays, health fairs, and other related events.
- Perform other related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective February 2001
Revised December 2015 (Update job duties and min quals)