

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Emergency Services is in search of:

Deputy Director/EMS Coordinator

Salary: \$71,347- \$87,930 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

This position exists in the county service and involves responsibility for administering the 911 dispatch system and assisting in the coordinating and administering of emergency management, fire emergency management, and emergency medical services management. The primary focus of this position is to direct the day to day operations and supervising personnel engaged in dispatch operations under the administrative direction and guidance of the EMS Director. Responsibilities also include assisting in planning, organizing, recruiting, equipping, and training personnel and implementing the local natural disaster and emergency preparedness program. Additionally, the incumbent is responsible for assisting in planning and supervising the county programs of fire and emergency medical training and mutual aid to cope with fires and other public emergencies requiring the services of paid and volunteer firefighters and emergency medical personnel. Operational direction for individual events is provided by the Emergency Services Director with leeway allowed for independent judgment and decision-making. Supervision is exercised over the work of dispatch personnel. In the absence of the Director, the incumbent assumes overall responsibility for department operations, supervision of department employees, and management/coordination of emergency incidents/events. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and (3) three years of full-time, paid experience in emergency preparedness, fire fighting or emergency medical services, (1) one year of which shall have been in a supervisory capacity. (SEE NOTE BELOW TO EQUATE VOLUNTEER EXPERIENCE TO PAID EXPERIENCE); **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and (5) five years of full-time paid experience in emergency preparedness, fire fighting or emergency medical services, (1) one year of which shall have been in supervisory capacity. (SEE NOTE BELOW TO EQUATE VOLUNTEER EXPERIENCE TO PAID EXPERIENCE) **OR**
- (C) Graduation from high school or possession of a New York State high school equivalency diploma and (7) seven years of full-time paid experience in emergency preparedness, fire fighting or emergency medical services, (1) year of which shall have been in supervisory capacity. (SEE NOTE BELOW TO EQUATE VOLUNTEER EXPERIENCE TO PAID EXPERIENCE)

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License.

NOTE: Volunteer experience will be allowed to be substituted for paid work experience as long as the volunteer experience is equivalent in nature to the paid work experience required for the position. Equivalent volunteer service shall be defined as actual time spent in emergency medical services training, attending official departmental functions excluding fund-raising, sporting and social events, or in responding to emergency situations as a member of an emergency services department. Said time must be equivalent in quantity to that of full time paid experience (based upon a 40 hour week) and must be verified by the submission of copies of official department documents or a letter from the department chief substantiated by official department documents.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until the position is filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website, <https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources
(315)379-2210.

Send application to:
St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
AA/EEO