

## EMERGENCY MEDICAL SERVICES ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Plans and administers a Territorial program for the provision of emergency medical services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include all the duties listed.

Administers the programs and activities of the Guam Emergency Medical Services Administrative Office under the Department of Public Health and Social Services.

Develops and implements policies, regulations and standards required in the establishment and maintenance of an adequate system of emergency medical services.

Develops, coordinates and promotes, in cooperation with governmental agencies, local public and private organizations and persons, the development and implementation of a Territorial program for the provision of emergency medical services.

Assesses all current emergency medical services capability and performance, and establishes programs to remedy identified deficiencies.

Provides training and technical assistance to agencies and organizations implementing emergency medical services programs.

Develops and maintains an effective emergency medical services communication system in cooperation with concerned public and private organizations and persons.

Regulates, inspects, certifies and re-certifies emergency medical services facilities, personnel, equipment, supplies and communications facilities and locations engaged in providing emergency medical services.

Establishes and maintains certification criteria as required by law.

Prepares and administers program budget and other administrative functions and requirements.

Maintains records and prepares technical and administrative reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the concepts and practices of emergency medical services and system.

Knowledge of the principles and practices of public administration.

Knowledge of first aid and emergency techniques and procedures.

Ability to administer a Territorial program for the provision of emergency medical services.

Ability to develop, interpret and implement laws, regulations, standards and other program requirements and guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes to improve program effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Four years of technical experience involving emergency medical services programs, one year of supervisory work, and graduation from a recognized college or university with a Bachelor's degree in the health sciences, business or public administration or related fields; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Pay Range: 38

  
\_\_\_\_\_  
DAVID R. FLORES  
Executive Director  
Civil Service Commission