Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: EMERGENCY MEDICAL SERVICES ADMINISTRATOR
(Provisional* Appointment)

SALARY: $75,576 - $104,615 annually

LOCATION: Monroe County Department of Public Safety
Emergency Services

JOB SUMMARY:
This is a professional and administrative position in the Department of Public Safety responsible for developing and coordinating a program for the delivery of Emergency Medical Services (EMS) to the residents of Monroe County. Duties involve overseeing and coordinating the County's EMS mutual aid plan and programs and coordinating with ambulance corps and fire departments and other aspects of the County's EMS activities. This position is responsible for developing and implementing policies and procedures in conjunction with the EMS advisory board and EMS service providers to develop, maintain, and oversee County-wide Mutual Aid protocols. Duties involve coordinating large-scale planned events and the response to natural (and other) disasters, including mass casualty incidents. The employee may be required to respond to emergencies outside of regular working hours. Work also involves representing the County Executive to the general public and the media on policy matters regarding emergency response and emergency medical services. The employee reports directly to and works under general supervision of the Deputy Director of Public Safety. General supervision is exercised over a subordinate clerical and professional staff. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma plus EITHER:

(A) Graduation with a Bachelor's degree, plus four (4) years paid/volunteer****** full-time or its part-time equivalent experience in an EMS agency that provides Advanced Life Support (ALS) or Basic Life Support (BLS) care; OR,

(B) Graduation with an Associate's degree, plus six (6) years paid/volunteer** full-time or its part-time equivalent experience as defined in (A) above; OR,

(C) Eight (8) years paid/volunteer** full-time or its part-time equivalent experience as defined in (A) above; OR,

(D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

****** Volunteer experience, for the purposes of these minimum qualifications, must be documented by submission of a signed letter from the chief/director of the participating agency stating the title(s) of the positions and months and years of volunteer service.

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SPECIAL REQUIREMENTS:
Possession of the following certifications*****:**

1. Current certification from the New York State Department of Health as an Emergency Medical Technician – Paramedic (EMT-P), Advanced Emergency Medical Technician (AEMT), or Emergency Medical Technician (EMT).

2. Current Cardiopulmonary Resuscitation (CPR) certification.

3. Certificates of completion from the National Incident Management System (NIMS) for the following:
   IS-100.C: Introduction to the Incident Command System, ICS 100
   IS-200.C: Basic Incident Command System for Initial Response, ICS-200
   IS-700.B: An Introduction to the National Incident Management System
   IS-800.D: National Response Framework, An Introduction
   Must obtain IS-300: Intermediate Incident Command System for Expanding Incidents within 1 year of hire.

*******Candidates must submit copies of certificates at the time of application.
If you are appointed you will be required to possess a valid New York State license to operate a motor vehicle or otherwise demonstrate your capacity to meet the transportation needs of the position.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, including marijuana for this safety sensitive position. Failure to meet the standards may result in disqualification.

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
Residency is not required for this role. Candidates within Monroe County will be given preference

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: February 12, 2026

Posting Deadline: March 12, 2026

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*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.

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