

Code: **8769**
Public Safety Service
Fire Service Group
Firefighting Series

CLASS TITLE: Paramedic Officer (Assigned as Administrative Assistant)

CHARACTERISTICS OF THE CLASS: Under general supervision, serves in the capacity of a staff assistant to the Chief Paramedic in the Bureau of Emergency Services; and performs related duties as required.

EXAMPLES OF DUTIES: Assists the Chief Paramedic in administrative program coordination; conducts administrative studies for the improvement of operating efficiency for the Bureau of Emergency Services; prepares and monitors the Bureau's annual budget; designs contract specifications in accordance with emergency medical service requirements; receives and processes citizens' complaints and inquiries concerning paramedic operations; compiles statistics concerning equipment evaluations in the Bureau; serves as a liaison with other departmental bureaus and City agencies; interprets policies and other administrative procedures developed by the Chief Paramedic; conducts research and prepares reports as directed by the Chief Paramedic; disseminates information throughout the bureau via orders, memoranda and letters; schedules staff meetings for the Chief Paramedic; represents the Chief Paramedic at meetings to ascertain details of meeting.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Career Service status as a Paramedic Officer with the Chicago Fire Department. Must be an Illinois Certified Paramedic and maintain a State of Illinois license as a Paramedic/EMT.

Knowledge, Abilities and Skill. Good knowledge of contract development and administration. Good knowledge of budget preparation and administration. Good knowledge of paramedic and emergency medical service operations.

Ability to serve as a representative of the Chief Paramedic. Ability to resolve problems and complaints. Ability to procure EMS equipment. Ability to prepare and monitor operating budgets. Ability to communicate both orally and in writing.

June, 1992