

Cape Elizabeth Fire-Rescue Department

MEMSRR Coordinator

The Maine EMS Run Reporting (MEMSRR) Coordinator maintains the MEMSRR Records Management System for the Cape Elizabeth Fire-Rescue Department. In addition they also produce all reports and statistics from the system, and advise the Chief Officers in matters related to the computer systems and records management system.

APPOINTMENT:

Appointed by the Chief of Department upon recommendation from the Deputy Chief/EMS Coordinator & Information Services Officer.

REPORTS TO:

Information Services Officer

QUALIFICATIONS:

- Graduation from High School or G.E.D.
- Ability to speak, read, write & understand the English language.
- Incident free criminal background check

DUTIES & RESPONSIBILITIES:

- Instructs users on a one-on-one or in a group setting.
- Produces MEMSRR reports for the following agencies & personnel as requested:
 - Maine EMS
 - Chief of Department
 - Deputy Chief/EMS Coordinator
 - Information Services Officer
 - EMS Captain
 - Medical Director
 - Department QA/QI committee
- Maintains access to the MEMSRR database for all EMS personnel assigned to the Department.
- Ensures that necessary updates and drivers are installed on department computers for functionality of the MEMSRR system.
- Maintain databases & value sets within the MEMSRR System.
- Creates reports as requested.
- Assists with Grant applications.
- Advises the Chief Officers on matters related to records & MEMSRR database management.
- All other duties as assigned by the Information Services Officer.

SKILLS:

- Thorough knowledge of the MEMSRR System.
- Thorough knowledge & ability with computerized database analysis.
- Working knowledge of Microsoft Windows based operating systems.
- Working knowledge of networking systems.
- Thorough knowledge of department rules and regulations.
- Thorough knowledge of department policy & procedure manual.
- Strong written & oral communication skills.
- Strong organizational and record keeping skills.
- Ability to supervise and train subordinate personnel.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with staff and the general public.

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- Ability to learn to perform various high level tasks utilizing a computer.

ANNUAL TRAINING REQUIREMENTS:

- Hazardous Materials: Awareness
- Workplace Harassment

PROBATIONARY REQUIREMENTS:

- 6 month probation period from appointment.