



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
152 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333



MICHAEL SAUSCHUCK  
COMMISSIONER

## **JOB ANNOUNCEMENT – MAINE EMS**

### **Maine EMS Data and Preparedness Coordinator**

**Closing Date: September 20, 2019**

**Job Class Code:** 0383

**Grade:** 26

**Salary:** \$46,446.40 - \$63,065.60

**Location:** Augusta

**JOB DESCRIPTION:** This is professional services work as the data and preparedness coordinator for the Maine EMS system. Responsibilities include developing improvements in existing operations, data, and/or designing new organizational processes. Responsibilities also include gathering user information, identifying organizational needs, planning work, and gaining support from strategic stakeholders. Work is performed under limited supervision.

**JOB DUTIES:** Duties include: technical support for the web applications used for patient care reporting, EMS licensing and inspections, and the learning management system; providing information from the data systems to authorized users, working with other IT administrators for data integration; preparing informational and educational material along with technical assistance to EMS data system users.

For more information and to apply, please click here: <https://mainebhr.recruiterbox.com/jobs/fk03s7a/>

PHONE: (207) 626-3860

TTY: (207) 287-3659  
[www.maine.gov/ems](http://www.maine.gov/ems)

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With offices located at the Central Maine Commerce Center, 45 Commerce Drive, Suite 1, Augusta, ME 04330