

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines</i> – Technology Committee Coordinator	SOG #101-003L
	Approved: Chief Christopher J. Reynolds	Initiated: October 2023 Revised: N/A

Classification

Committee Head

Reports to

Deputy Chief

POSITION DESCRIPTION

Summary/Objective

The Technology Coordinator will oversee the computer, MDC, Tablet, and technological aspects of LPEMS's Operations. Coordinator will work hand in hand with the Assistant Chief of Operations, Executive Director, Chief of Operations.

Essential Functions

1. Remain in compliance with ACT 37.
2. Provide pre-hospital care to ill or injured patients at current certification level, utilizing the decision making needed to properly transport patients to necessary medical facilities based on facility capability.
3. Establishes and maintains a working environment conducive to positive morale, quality, and teamwork.
4. Coordinate the direction of assigned personnel including monitoring work assignments, work closely with officers and committee heads to direct and mentor their efforts.

Responsibilities

1. Maintain accurate inventory of all Computer & Electronic components.
2. Ensure proper working condition of all computers, tablets, and MDC's.
3. Troubles shoot issues with computers, tablets, MDC's & printers.
4. Order Toner for printers within budget.
5. Maintain off-site data storage for LPEMS documents.
6. Ensure proper virus software is loaded and functioning.
7. Must submit a monthly report to the Assistant Chief and Chief of Operations on or before the 3rd Friday of the month.

Competencies

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.

Supervisory Responsibility

The Technology Committee Coordinator will oversee members of the committee only while engaged in committee assigned responsibilities.

Signatures

This position description has been approved by all levels of management:

Member signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Member _____ Date _____

Chief of Operations : _____

CC: File

