

Essex County Announces

A vacancy for FACILITIES & EVENTS COORDINATOR

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360
<http://www.co.essex.ny.us/jobs.asp>

VACANCY: Essex County Department of Public Works
SALARY: \$22.70/Hour (Hired After 2009); \$25.23/Hour (Hired Prior to 2009)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and coordinating activities related to events at the Essex County Fairgrounds and the Essex County Fish Hatchery as an Economic Development tool to increase tourism and generate revenue to off set operational costs of the divisions. The incumbent coordinates the financial arrangements between the County, promoters and performers, keeping abreast of all negotiated agreements and assuring that specifications and conditions for such events are met. The incumbent will work closely with the County's Tourism contractor, Regional Office of Sustainable Tourism (ROOST) to coordinate promotion activities. Under general supervision of the DPW Superintendent, and with considerable leeway allowed in the exercise of independent judgment, an employee in this class is responsible for performing a variety of tasks, including the more technical administrative duties required in the operation of the facilities. The incumbent will act as the administrative supervisor for staff working at the Fairgrounds and the Fisheries Divisions. Performs related duties as required.

MINIMUM QUALIFICATIONS:* *Either:

- (a) Graduation from a recognized college with a bachelor's degree in public relations, tourism, public information, hotel and restaurant management, public administration, or related field and (1) one year of related paid experience;
- (b) Graduation from a recognized college with an associate degree in public relations, tourism, public information, hotel and restaurant management, public administration, or related field and (4) four years of related paid experience;
- (c) Graduation from high school or equivalency and six (6) years of related paid experience as defined in (a), and (b) above.
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

(OVER)

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a valid New York State Class D Driver's License.

LAST DATE TO FILE APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
JULY 12TH, 2021

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932.

06/21/2021