

Essex County Announces

A vacancy for the position of Public Health Program 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
www.co.essex.ny.us/jobs.asp

VACANCY: ESSEX COUNTY DEPARTMENT OF PUBLIC HEALTH

SALARY: \$30.31/HR. (Hired After 2009); 33.69/HR. (Hired Prior to 2009)

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for planning, developing, administering and coordinating Essex County's Public Health activities, including Emergency Response Plan. Duties include developing, coordinating and implementing the program evaluating program effectiveness, and preparing statistical and technical reports for projects. The incumbent oversees program activities, and policies, including the management of both financial and equipment resources. The work is performed under general supervision, with leeway allowed for the use of independent judgment. Supervision is exercised over various subordinate professional, technical and clerical personnel. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in a nursing or health related field and one year experience in Public Health or Health Education
- b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a nursing or health related field and three years of experience in Public Health or Health Education; or
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

***LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
NOVEMBER 30TH, 2020***

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. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL.

11/16/2020