

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY LOCAL COORDINATOR

Date of Issue: 12/30/21. The incumbent is responsible for direct supervision of individuals selected to complete a public health fellowship at Tioga County Health Department. This position will coordinate all aspects of the fellowship resulting in the fellows gaining knowledge and experience of a local health department during its pandemic response. The primary function of this position is to oversee the implementation of the NYSPHC Fellowship program and coordination of local fellows. The secondary function is to complete and report grant objectives and activities as required by grantor. Work is performed under the direct supervision of the Public Health Director. Does related work as required.

The title of Local Coordinator is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional
Work Hours: Full time, days; 35-hour work week
Salary: \$50,000 (2022 M/C); benefit package available including:
health insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Public Health Department

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public health, public administration, emergency management, nursing or a related field.

Preference will be given to graduates from a regionally accredited or New York State registered college or university with a Master's degree in public health, health care administration, public administration, business administration, nursing or closely related field.

SPECIAL REQUIREMENTS:

Appointees must satisfactorily complete all applicable training courses approved by the State Health Department within designated time frames. Possession of a valid driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job. Must be available in the event of a public health emergency.

APPLY ONLINE: <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications accepted until position has been filled

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.