

Personnel and Civil Service

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NOTICE OF VACANCY

Director of Patient Services

Date of Issue: 03/15/2023. This professional nursing administrative position involves responsibility for the administrative and professional operations of all patient/client services; specifically Dental, Early Intervention, and Nursing (includes Article 28 and Article 36 and clinical programs). This position has direct responsibility for all personnel under its administration to assure safe, effective, and efficient patient care services. Activities are performed under the general direction of the Director of Public Health or designee. Does related work as required.

The title of Director of Patient Services is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A tentative test date for this examination is not yet known.** 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, pending permanent appointment from eligible list
Work Hours: Full time, 35-hour work week
Salary: \$68,186 - \$78,186 (M/C); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Public Health Department

MINIMUM QUALIFICATIONS: EITHER

- a. A master's degree in Nursing, Community Health, Public Health, or Public Administration and three (3) years of full-time paid experience or its part-time equivalent in Community Health, Public Health or Preventative Health in a Federal, State or Local Health Agency or in a Diagnostic Treatment Center, Home Health Agency, Hospice or Respite Care Program, with two (2) years of which must have involved supervisory or administrative experience, **OR**
- b. A Baccalaureate Degree in Nursing from an approved program and four (4) years of full-time or its part-time equivalent in Community Health, Public Health or Preventative Health in a Federal, State or Local Health Agency or in a Diagnostic Treatment Center, Home Health Agency, Hospice or Respite Care Program, with two (2) years of which must have involved supervisory or administrative experience.

SPECIAL REQUIREMENTS: Eligibility for a New York State Registered Professional Nurse's license at time of application. Possession of the license at time of appointment. Possession of valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform essential duties occurring during normal course of work. Must be available in the event of a public health emergency.

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

Apply by: Applications will be accepted until the 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.