

# Personnel and Civil Service

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## NOTICE OF VACANCY

### Public Health Emergency Preparedness Coordinator

**Date of Issue: 09/17/24.** The work involves responsibility for assisting in the development, implementation and updating of the Tioga County Public Health Emergency Preparedness Program and related plans. The incumbent is responsible for assessing public health education needs and plans, developing and implementing educational programs regarding emergency preparedness and infectious disease control. The work may have frequent contact with law enforcement, fire and emergency service providers, medical providers, colleges, veterinarians, pharmacists as well as other community-based organizations. Coordination with the agency's division managers is essential. Will serve as Medical Reserve Coordinator to manage and organize volunteers to align with community needs. Additionally, the incumbent may have access to confidential and/or sensitive information from area businesses and corporations as it relates to public health safety. Under the general direction of the Public Health Director, the incumbent may direct the activities of Health Department staff in the event of an actual public health emergency. Considerable autonomy and independent judgment is exercised in the performance of these duties. The incumbent may serve as a lead worker over given groups, projects or activities or may supervise assigned personnel as directed by the Public Health Director. The work is performed under the general direction of the Public Health Director. Performs related work as required.

The title of Public Health Emergency Preparedness Coordinator is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **The tentative test date for this examination is not yet known.** A provisional appointment may be made for this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional, pending successful completion of civil service requirements  
**Work Hours:** Full-time, Monday – Friday (35-hour work week)  
**Salary:** \$51,924 - \$61,924 (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:

- a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to emergency planning AND either:
  - i. Two (2) years of full-time (or the equivalent part-time and/or volunteer) experience in either planning, implementing, coordinating, organizing, supervising, or administering either an emergency preparedness program or a public health education program; or
  - ii. Four (4) years of full-time (or the equivalent part-time and/or volunteer) leadership experience as a first responder (EMS, emergency management, fire, law enforcement) or military leadership experience; **OR**
  
- b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to emergency planning AND either:
  - iii. Four (4) four years of full-time (or the equivalent part-time and/or volunteer) experience in either planning, implementing, coordinating, organizing, supervising, or administering either an emergency preparedness program or a public health education program; or

- iv. Six (6) years of full-time (or the equivalent part-time and/or volunteer) leadership experience as a first responder (EMS, emergency management, fire, law enforcement) or military leadership experience; **OR**
- c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

**SPECIAL REQUIREMENTS:** Must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment. Must be available in the event of a public health emergency.

**Apply Online:** <https://tiogacountyny.com/departments/personnel-civil-service/>

**Apply by:** Applications 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.