

# Personnel and Civil Service

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Bethany O'Rourke Personnel Officer



## NOTICE OF VACANCY COMMUNICATIONS AND e-SERVICES COORDINATOR

**Date of Issue: 11/05/19:** The work involves responsibility for coordinating and implementing programs related to communicable disease prevention, public health emergency preparedness, and developing related jurisdictional programs. The incumbent will routinely use social media / internet platforms as well as traditional forms of communication to reach citizens and businesses within Tioga County. The work will have contact with law enforcement, fire and emergency service providers, medical providers, veterinarians, pharmacists as well as other community based organizations. Considerable autonomy and independent judgment is exercised in the performance of duties. When authorized during an actual emergency event, the incumbent may direct the activities of designated personnel. Supervision of others is not a feature of this class. Work is performed under general direction of the Public Health Director and or his/her designee. Does related work as required.

The title of Communications and e-Services Coordinator is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2020.** 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, Monday – Friday  
**Salary:** \$42,210 - \$52,210 (Non-union); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Department of Public Health

### MINIMUM QUALIFICATIONS EITHER:

- 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 two (2) years of full-time paid (or the equivalent part-time and/or volunteer) experience in either planning, implementing, coordinating, organizing, or administering a public program related to communicable diseases, health emergency preparedness, or closely related work experience; **OR**
- 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 four (4) years of full-time paid (or the equivalent part-time and/or volunteer) experience in either planning, implementing, coordinating, organizing, or administering a public program related to communicable diseases, health emergency preparedness, or closely related work experience; **OR**
- Any combination of training and experience equal to or greater than that described in (a) and (b) above.

**APPLY ONLINE** by using our "Online Application Tool":

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

Applications may also be obtained in the Personnel Department during office hours (Mon.-Fri. 9-5)

### **Apply by: APPLICATIONS WILL BE 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.*