



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

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**TITLE:** **PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR**  
(Provisional\* Appointment)

**SALARY:** \$25.57/HR.  
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Department of Public Health, Elizabethtown

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 37 ½ Hour work weeks (Monday-Friday)

**JOB SUMMARY:** This is a professional position responsible for administrative duties involving the assessment and development of the Public Health Department and community's public health preparedness and response for biological emergencies as well as assisting with chemical and nuclear responses. The work is performed under direct supervision with leeway allowed for the exercise of independent judgement in carrying out the complex details of the work. Supervision may be exercised over subordinate staff or volunteers, which will include medical reserve emergency corps. The incumbent does related work as required.

**MINIMUM QUALIFIATIONS: Either:**

(a) Possession of a Bachelor's degree in Public Health or Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice, or related degree and two (2) years of paid or volunteer experience in emergency preparedness, or emergency medical services, emergency management, fire, law enforcement or military leadership experience; or

(b) Possession of an Associate's Degree as indicated in (a) above and four (4) years of experience as outlined in (a) above; or

(c) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

**Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

(OVER)



Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



518.873.3360

**Essex County is an Equal Opportunity Employer**

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's License at time of application and possession of license at time of appointment.

**NOTE:** Volunteer experience will be pro-rated similar to part-time experience and must be documented showing amount of hours worked per week and type of work performed.

**Residency Requirement:** There is no residency requirement.

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** June 28<sup>th</sup>, 2023

**Application Deadline:** July 18<sup>th</sup>, 2023

*\*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.*



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