



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY^{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

PUBLIC HEALTH PROGRAM COORDINATOR (HELP PROGRAM)

SALARY: \$57,680

DEPARTMENT: PUBLIC HEALTH

LAST FILE DATE: 8/13/2024

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Montgomery County Public Health Department. An incumbent in this position is responsible for planning, developing, administering, coordinating and monitoring various public health programs and essential services, including a Public Health Emergency Response Plan. A high degree of responsibility is exercised in the preparation of plans and statistical and technical reports for projects of particular importance. The incumbent also performs typical work activities in various public health programs. General supervision may be exercised over various subordinate professional, technical and clerical personnel. Does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Education, Public Health, Health or Public Administration, Healthcare management, Nursing or related field; OR
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Education, Public Health, Health or Public Administration, Healthcare management, Nursing or related field and two (2) years of work experience in community health services; OR
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of the above experience;

NOTE: Study in a regionally accredited college or university or one registered by New York State towards a degree in Education, Public Health, Health or Public Administration,

Healthcare management, Nursing or related field may be substituted for the experience on a year-by-year basis.

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.