



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

### Saratoga County Department of Health

**Job Title:** Senior Public Health Educator

**Salary Range:** \$67,872 – 77,071\* (\*Based on years of service employed with Saratoga County)

**Work Location:** 6012 County Farm Road, Ballston Spa, NY 12020

**Classification:** Competitive (This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)

#### Job Description

The work is of a professional public health education nature involving more than ordinary responsibilities in relation to the planning, directing, supervision, execution and evaluation of the Public Health education services in Public Health Districts up to 350,000 population. Where the employee is in charge of the service, general direction is received from Health Officer who reviews the work for accomplishment and adherence to department policy. Supervision and direction exercised over a staff which may include professional, technical, outreach workers, and clerical employees. In Public Health districts of more than 350,000 population, the position is subordinate to a health educator position of a higher grade; Does related work as required.

#### Minimum Qualifications (at least)

**A** Possession of a Master's Degree in Public Health, Health Education or other \*related field, AND \*\*one (1) year of employment in a science related field or as a Public Health Educator; **OR**

**B)** Possession of a Bachelor's Degree in Public Health or Health Education AND \*three (3) years of experience in health education or as a Public Health Educator; **OR**

**C)** Graduation from a regionally accredited or New York State College or University with a Bachelor's Degree in a Health-related field AND \*three (3) years of experience in health education, two (2) of which must have been as a "Public" Health Educator.

\*Fields considered related to Public Health/Education may include nursing, physician's assistant, nurse practitioner, emergency medical technician, nutrition/food safety, psychology, epidemiology, or NYS licensed teacher.

\*\*Supervised volunteer/internship experience performing Public Health education at a local health department in New York State or with the New York State Department of Health will be considered towards the minimum qualifications on a case-by-case basis.

**SPECIAL REQUIREMENT(s):** A local Public Health Educator must satisfactorily complete 15 hours of continuing education in health education related topics approved by the New York State Health Department within one year of appointment. Possession and maintenance of a valid NYS Driver's License, appropriate for the type of vehicle to be operated, to meet the transportation needs of the position.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US 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.)

#### Typical Work Activities (\*Illustrative)

- Plans, develops, directs and administers the Public Health education services;
- Supervises the work of the section or division in Public Health Districts having up to 350,000 population;
- Assumes leadership in establishing and maintaining close cooperative working relationships among all groups (official and non-official) which may contribute to the health education needs of the community;



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- Conducts demonstrations and studies to field test health education approaches, methods and techniques;
- Selects, prepares and evaluates publications, periodicals, technical reports and audio-visual materials necessary for the implementation of health programs;
- Supervises health education employees on his/her staff and students in training;
- Initiates, plans, develops, conducts and evaluates staff education, workshops, institutions, for official public health personnel, in accordance with the policy of the agency involved;
- Provides consultation to other public health workers in the health department and to other officials and voluntary groups in the community;
- Assesses and measures health concerns that may affect the County;
- Creates education to address county wide health issues;
- Provides a plan to develop goals to improve the health status of the County;
- Coordinates and collaborates with other health Care and Human Services program providers/agencies to maximize public health education resources;
- Keeps up to date on New York State initiatives and information regarding public health concerns;
- Participates in monitoring grant contracts;
- May participate in budget planning for department;
- Other related duties as required.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This opportunity is being filled on a **provisional** basis pending the results of an exam to be given at a later date.

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

### Applications will continue to be accepted until the vacancy has been filled

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*