

Greene County Family Planning Job Announcement: Family Planning Clinic Administrator (full-time)

ANNUAL SALARY: \$109,181.80

This is a full-time, provisional appointment. Permanent appointment is contingent upon Civil Service examination

❖ Candidates for this position may also be eligible for the NYS Healthcare Access Loan Repayment (HEALR) program providing up to \$50,000 for Nurse Practitioners. [NYS Department of Health "Healthcare Access Loan Repayment \(HEALR\) Program" web page](#)

The work involves responsibility for administering a sexual and reproductive health clinic, as well as providing, under medical direction, health care nursing services of a specialized nature in such a clinic. The employee is responsible for all aspects of clinic operation, including budgeting, personnel, policies, and programs, and also functions as a clinical expert, acts as a member of a health care team, and coordinates the health care of clinic patients. The incumbent receives collaboration concerning clinical medical issues from the clinic's Medical Director. Administrative direction is received from the Director of Public Health and/or the Deputy Director of Public Health. Supervision is exercised over clinic staff. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the policies, practices and procedures involved in family planning/women's health care; Thorough knowledge of medical principles and practices as they relate to the role of Nurse Practitioner/ or Nurse Midwife; Good knowledge of the procedures and equipment used in physical examinations; Skill in clinical management and documentation; Skill in the application of professional nursing techniques and practices; Ability to plan and supervise the work of others; Ability to maintain records and make oral and written reports; Good powers of observation; Mental alertness; Tact; Courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's degree or supplemental clinical program approved by the New York State Education Department which prepares registered professional nurses to provide primary health care services or a program determined to be equivalent by the New York State Department of Health **AND** two (2) years of experience in family planning, maternity nursing, gynecological nursing or community health nursing, including at least one (1) year of supervisory experience. (Verifiable part-time and/or volunteer experience will be prorated toward meeting full-time experience requirements); **OR**
- B. An equivalent combination of education and experience qualifying a candidate for certification to provide primary health care services in a specialty from either the American Nurses Association or other certifying body determined to be equivalent by the New York State Department of Health **AND** two (2) years of experience in family planning, maternity nursing, gynecological nursing or community health nursing, including at least one (1) year of supervisory experience. (Verifiable part-time and/or volunteer experience will be prorated toward meeting full-time experience requirements).

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/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.

SPECIAL REQUIREMENTS:

1. Possession of a license, issued by the New York State Education Department, to practice as a registered professional nurse and certification to practice as a nurse practitioner or Nurse Midwife.
2. Possession of a valid New York State driver's license is required at time of appointment and this license must be maintained throughout employment.

NOTE: Standards as prescribed by Section 400.10 of the New York State Sanitary Code as amended 11/25/85, pursuant to statutory authority of Public Health Law 2803.

Submission of a Greene County employment application is **REQUIRED**, which shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume only.**

Applications can be obtained at: <https://greenecountyny.gov/wp-content/uploads/2025/09/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2025.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414, or hr@greenecountyny.gov.

NOTE: Applicants or those eligible for original appointments to positions in the classified service in Greene County Government, who receive a conditional offer of employment, must successfully pass a background check and drug screen.