Greene County Human Resources Department - Job Announcement:
PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR

Salary Range - $75,348.00 - $91,182.00 per year

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

The Public Health Emergency Preparedness Coordinator is responsible for the development and implementation of Greene County Public Health's preparedness programs related to acts of terrorism, natural disasters, and outbreaks of communicable diseases. The work is performed under the direct supervision of the Director of Public Health with considerable leeway allowed for the exercise of independent judgement in planning and carrying out the duties of this position. Supervision may be exercised over subordinate staff. Does related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of modern public health practices and principles; Good knowledge of Federal, State, and local laws, rules and regulations regarding public health surveillance and investigation; Good knowledge of public information practices and public relations techniques; Good knowledge of community organizations and service providers related to public health; Strong project management skills; Ability to formulate a local government needs assessment for program areas; Ability to plan, develop, implement, and evaluate public health and emergency preparedness programs including the development and delivery of presentations; Ability to understand and interpret complex verbal instructions and/or written directions; Ability to deal effectively with the public; Ability to prepare and deliver presentations in a clear, concise, and articulate manner; Ability to establish and maintain effective working relationships with others; Ability to communicate effectively both verbally and in writing; Ability to analyze and organize data and prepare records and reports; Ability to understand and empathize with the needs of others; Proficient computer skills; Good judgement, resourcefulness, dependability, tact, and courtesy.

MINIMUM QUALIFICATIONS:

A. Master's Degree in Public Health, Nursing*, Health Administration, Biological Sciences, Emergency Preparedness, Emergency Management, or a closely related field;

OR

B. Bachelor's Degree in Public Health, Nursing*, Health Administration, Biological Sciences, Emergency Preparedness, Emergency Management, or a closely related field **and** one (1) year of experience in public health or community health;

OR

C. Associate Degree in Public Health, Nursing*, Health Administration, Biological Sciences, Emergency Preparedness, Emergency Management, or a closely related field **and** three (3) years of experience in public health or community health.

*If the minimum qualifications are met with a degree in Nursing, possession of current New York State licensure as a Registered Professional Nurse is required.

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 REQUIREMENT: Possession of a valid New York State driver's license which must be maintained throughout employment.

Submission of a Greene County employment application is required that shows you meet the **MINIMUM QUALIFICATIONS** for the examination 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.***

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

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 appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and a background check.