

# NOTICE OF VACANCY

**DEPARTMENT:** Public Health  
**TITLE:** Director of Clinic Services  
**SALARY (GRADE):** \$68,243 (38M) plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in the Oneida County Health Department which involves responsibility to oversee, manage, coordinate, and plan a variety of specialized health programs and services. The incumbent is responsible for the planning, organizing and fiscal management activities for the programs, including quality improvement, personnel scheduling, regulatory compliance, and budgeting. The work is performed under the general supervision of the Public Health Director with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of professional and clerical employees. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Master's degree in education, public administration, nursing, management or related field **AND** three (3) years of management experience in a federal, state or local agency where services support public health efforts; two (2) years of which shall have been in a supervisory capacity; **OR**
- (B) Possession of Bachelor's degree in education, public administration, nursing, management or related field, **AND** four (4) years of management experience in a federal, state or local agency where services support public health efforts; two (2) years of which shall have been in a supervisory capacity.

### **NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.
3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Until the position is filled.

**\*\*Oneida County is an equal opportunity employer\*\***