

# NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Affairs  
**TITLE:** Nurse Coordinator  
**GRADE/SALARY:** 31W - \$47,550 plus Excellent Benefits

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

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving the coordination of professional nursing and other related nursing duties within a department or unit office. The incumbent coordinates activities within the department/unit, including staff performance and workflow and measures outcomes of services provided by the staff. The incumbent also is responsible for writing department/unit policies and procedures. The incumbent works under the supervision of the Director, with wide leeway given for the exercise of independent judgement. Supervision is exercised over the work of subordinate employees. The incumbent performs related work as required.

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

Licensure and current registration to practice as a Registered Professional Nurse (RPN) in New York State **AND** either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing **AND** two (2) years of experience as an RPN, which shall have been in a supervisory capacity; **OR**
- (B) Five (5) years of experience\* as an RPN, two (2) years of which shall have been in a supervisory capacity.

### **NOTES:**

- 1. Applicants must submit copy of licensure and current registration to practice as a RPN in New York State with application.
- 2. Applicants must submit copy of degree showing degree area and date degree conferred, if qualifying under (A).

**APPLYING ONLINE:** Please click the link below and go to the current vacancies tab to find this vacancy.

<https://oneida-portal.mycivilservice.com/>

**APPLYING WITH PAPER APPLICATION:** Blank paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building and either mailed or hand delivered once completed to:

Oneida County Department of Personnel  
Joseph M. Johnson, Commissioner  
800 Park Ave  
Utica, NY 13501

You may also request a paper application to be mailed to you by calling 315-798-5726.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** February 26, 2021

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