



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Public Health

**CIVIL SERVICE TITLE:** Director of Community Wellness

**CLASSIFICATION TYPE:** Competitive (Provisional)

**SALARY (GRADE):** \$73,744 (38M) Plus Excellent Benefits

**APPLICATION DEADLINE:** June 19, 2024

**APPLY ONLINE\*:** <https://oneida-portal.mycivilservice.com/post/jobopps>



**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility to oversee and directly manage, coordinate, and plan a variety of public health and specialized health programs. The incumbent is responsible for the oversight of planning, organizing, and fiscal management activities for the programs, including quality control, personnel scheduling, grant writing, regulatory compliance, program implementation, and budgeting. The work is performed under supervision of the Public Health Director with leeway allowed for exercise of independent judgment in carrying out 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.

**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.

**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 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.

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

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

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