

Saratoga County *New York*



SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES
Scot Chamberlain, Director
40 McMaster Street, Ballston Spa NY 12020
www.saratogacountyny.gov
(518) 885-2225

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

COMMUNITY HEALTH PROGRAM MANAGER **SARATOGA COUNTY DEPARTMENT OF PUBLIC HEALTH**

SALARY: \$66,118 * Plus Excellent Benefit and Retirement Package*****

Distinguishing Features of this opportunity are...

The work is of a professional nature involving the oversight of the daily management of Community Health initiatives within Public Health Services. Assists in overall direction and oversight of established programs in place to ensure safe, effective and efficient comprehensive care is provided in homes, clinics, schools and other community facilities. Work is performed under the supervision of the Commissioner of Health or the Director of Community Health. Does related work as required.

Typical work activities will include, but are not limited to...

- Assists in the planning, implementation and evaluation of community and environmental health programs;
- Assists in the planning, implementation and conducting of educational programs for staff;
- Assists in the development and implementation of strategies designed to improve local health services;
- Assists in other program areas including but not limited to surveillance, disease control and data analytics;
- Coordinates environmental health investigations of outbreaks of disease;
- Maintains established relationships and cooperates with local, state and federal agencies whose work or policies affect the public health programs;
- Prepares technical reports including recommendations;
- Participates in the implementation of established of public health engineering and environmental health policies.

Required knowledge, skills and abilities are...

Thorough knowledge of the principles, techniques and practices of public and environmental health programs; Thorough knowledge of provisions of Public Health Law and State Sanitary Code related to the above programs; Ability to assist with the planning, development and direction of public health environmental health programs and to project and integrate these into the departmental program; Ability to prepare technical reports and correspondence; Initiative and resourcefulness in analyzing and solving complex environmental health problems; Ability to deal with public and other officials; Ability to develop and maintain good public relations; Professional judgment; Physical condition commensurate with the demands of the position.

Cont'd – P2



Community Health Program Manager – P2

Minimum qualifications for this position are...

- A. A Master’s Degree in Public Health, or a closely related *natural science field, AND three (3) years of experience in public health program(s) addressing **community health programs and education; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university, with a Bachelor’s Degree in Public Health, Health Administration, or Public Health Education, and five (5) years of experience addressing **community health and education conducting community health programs and education.

* The term natural science shall mean a science such as biology, chemistry, or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences. For purposes of this position, a **community health program focuses primarily on the prevention of disease through outreach and public health education or health promotion, including population based plans of care or the study of the prevalence or causes of disease(s).

Experience **NOT** considered under community health program* includes providing clinical care in therapeutic health care facilities, public hospitals, physician’s offices, supervised home care settings; discharge planning; developing treatment or care plans in community settings; regulatory oversight of health care providers; reviewing appropriateness of services for insurance or governmental agencies, or third party payors; or other experience limited to fiscal administration, personnel development, operations management or contract/grant management.

Qualified candidates may submit their application and resume by mail or in person as follows:

ATTN: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

*Applications will continue to be accepted and must be received: **no later than November 19, 2021***

***** This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date*****

Applications are available in the Human Resources Office or on our website, www.saratogacountyny.gov. **Resume MAY NOT be substituted for Application.** As a municipality, an application is required. No Fax Submissions

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.