



Department of Human Resources &
Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
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***PROVISIONAL PART TIME EMERGENCY PREPAREDNESS SPECIALIST**

There is a part time opening in the Allegany County Health Department for an Emergency Preparedness Specialist.

Salary Range: \$18.9531 to \$23.0584/hour

The work involves responsibility for reviewing local jurisdiction emergency health programs. The work is carried out in accordance with standard, well established public health techniques and procedures as recommended by the New York State Department of Health and involves planning, directing, developing, administering and evaluating the public health emergency service in relation to the total program. Work is performed under the direct supervision of the Public Health Director or designee, with some leeway allowed to the incumbent for the exercise of independent judgment in planning and carrying out public health activities within the established guidelines. Does related work as required.

Good knowledge of the principles and techniques of public health; good knowledge of community organization work; good knowledge of the mechanics of emergency planning and conducting seminars, workshops, and training; excellent communication skills, ability to prepare emergency health education materials; ability to establish and maintain effective relations with a wide variety of organizations and individuals; ability to prepare and maintain reports, records, and other documentation; good judgment, initiative, resourcefulness, integrity, and tact.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State college or university with an Associate's degree or higher.

SPECIAL REQUIREMENT:

Possession and retention of a valid driver's license.

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department by. There is no application fee due at this time.

**This is a competitive class position, provisional candidate must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.*

***** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.***

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT