



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020

MARGARET C. MCNAMARA
DIRECTOR OF HUMAN RESOURCES

TELEPHONE: (518) 885-2225

COVID Response Coordinator
Saratoga County Department of Public Health
****NO REMOTE CAPABILITY – ONSITE REQUIRED****

Saratoga County Department of Public Health is currently seeking individuals to fulfill non-clinical responsibilities related to the distribution of the COVID-19 Vaccine through established Points of Distribution (PODs) in **SARATOGA COUNTY**.

Under general supervision, the incumbent of this class is responsible for performing a wide variety of administrative tasks required to ensure the efficient and effective operation of the Public Health emergency response effort. Work involves coordinating and scheduling of staff at various, multi-location work sites to ensure that established staffing requirements are met; Coordinates and schedules requests for time off and arranges for coverage in unscheduled absences; Work requires considerable one-on-one contact with staff and consultation and coordination of efforts with Commissioner of Health or other designated senior staff member; Work involves the use of independent judgment in the determination of priorities and staffing. Work is performed under general supervision of the Commissioner of Health, Emergency Preparedness Coordinator or other designated senior staff member with some leeway allowed in carrying out established procedures. Supervision is exercised over various lower level clerical and support personnel. Does related work as required.

- Identifies, coordinates and applies appropriate methods to ensure established requirements are met at a variety of designated work sites throughout Saratoga County;
- Determines best method to present information for appropriate communication by personnel;
- Coordinates and schedules staff, ensuring sufficient coverage at designated work sites;
- Ensures smooth flow of information on administrative issues between the Commissioner of Health and staff in various work sites;
- Coordinates required training of support personnel;
- Provides information to Commissioner of Health or other designated senior staff member, on administrative procedures and steps needed to accomplish sufficient coverage and operational support at designated work sites;
- Performs related administrative tasks to ensure the smooth and efficient operation of designated work sites;
- Communicate any process changes or new instructions to the team as appropriate;
- Perform phone calls as needed, including to contacts who have been exposed to COVID-19, to places of business, health care providers, or other community-based locations where a COVID-19 positive patient has visited, and to refer patients and their families to different social services;
- Other non-clinical COVID related duties, as assigned.

This is a temporary, per diem based position at \$25/Hour.

Cont'd...

CRCoord – P2

MINIMUM QUALIFICATIONS: Either...

- A)** Graduation from a regionally accredited or NYS registered university or college with an Associates' Degree in Business Administration, Business Management, Secretarial Sciences, or a closely related field, and two (2) years of high level administrative support, scheduling and office management, to include supervisory responsibilities; **OR**
B) Graduation from High School or possession of a high school equivalency certificate (GED), and four (4) years of high level administrative support, scheduling and office management, to include supervisory responsibilities.

NOTE: Preference will be given to individuals with experience in Emergency Response efforts, Medical Facility, Call Center and Customer Facing Experience

Special Requirement: Assignment made to employees in this title, will require access to transportation to meet varying site work requirements in a timely and efficient manner.

Interested candidates should submit their “application” and letter of interest to:

Email: COVIDResponse@saratogacountyny.gov

****POSITION TITLE MUST BE INDICATED IN SUBJECT LINE****

(No fax submissions accepted)

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