



**SARATOGA COUNTY  
DEPARTMENT OF HUMAN RESOURCES**

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

SCOT CHAMBERLAIN  
DIRECTOR OF HUMAN RESOURCES

TELEPHONE: (518) 885-2225

**COVID-19 SCHOOL TESTING SITE SUPERVISOR(S)**  
Saratoga County Department of Public Health  
**NO REMOTE CAPABILITY – ONSITE REQUIRED**

Saratoga County's Department of Public Health is currently seeking individuals interested in serving as COVID School Test Site Supervisor(s). These are temporary, part-time, grant funded positions at \$28/Hour, and are expected to last at least thru the 2021-2022 school year.

**RESPONSIBILITIES:**

The Site Supervisor will lead a team of COVID-19 School Testing Site Coordinators, providing direct oversight and mentorship to ensure a safe and efficient test flow process at approximately participating elementary, middle, and high school buildings (both public and private) located within Saratoga County during the 2021-22 school year. Eligible students, staff and faculty, who choose to be tested, will self-collect a saliva specimen, which they will place in an appropriate collection tube and biohazard bag.

Ensuring a robust non-intimidating environment for students at school testing sites is a must. Incumbent will serve as point of contact for established team site members. Assisting with the planning, management, analysis and coordination of test site data is a routine requirement. Supervisor will also be expected to perform many of the daily functions of the Coordinator, as needed and at a reduced volume. Necessary training will be provided, as will appropriate personal protective equipment (PPE).

Responsibilities include but are not limited to...

- Coordinate the team's assignments and schedules, and provide daily direction and troubleshooting.
- Lead and direct a team that collectively performs all functions of the COVID-19 school testing initiative.
- Escalate issues from the team to Saratoga County Public Health Services (SCPHS) Surveillance Officer; brainstorm and implement solutions.
- Communicate any process changes or new instructions to the site teams as appropriate.
- Perform phone calls as needed, to ensure appropriate contracted staff is notified to coordinate the next steps for communication with and care for individuals the "positive" student has been in contact with, including possible isolation or quarantine.
- Other COVID-19 response related duties, as assigned.

Shift/Hours will take place Mondays-Fridays (excluding school holidays), just before/at the start of the school day (depending on the school site assigned) and will generally require 2-3 hour shifts, approximately 10-15 hours/week (more or less hours as necessary).

This job is expected to begin early to mid-September 2021 and extend thru the School year, June 2022.

Transportation is required to meet assignments at various school buildings located within Saratoga County. All work is performed On-site; this is NOT a remote work assignment.

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**QUALIFICATIONS...**

- A minimum of an associate’s degree, or equivalent work experience (minimum of 6 months experience with communicable disease investigation/coordination) is required.
- Experience in clinical medicine and/or public health is a plus.
- At least one (1) year of experience with directing and leading staff
- Experience in a health, human service, or community-based organization or in an academic setting is strongly preferred.
- Ability to speak, read, and write English clearly and concisely. Fluency in a second or multiple languages would be a plus.
- Computer proficiency required (knowledge and ability to use computers and related technology without direction).

**PREFERRED SKILLS...**

- Excellent interpersonal and communication skills required, particularly with children of varying ages.
- Ability to interact professionally within a diverse environment individuals during a time of crisis and distress and ability to show empathy and assist with solutions to problems identified.
- Critical thinking and sound judgment required.
- Ability to handle confidential information with discretion and professionalism.
- Basic computer skills and/or the ability to perform basic data entry into a computer
- Some College or professional certification is preferred

Interested candidates should submit an application, resume, and letter of interest with details of availability Monday thru Friday, to:

[SchoolCOVIDTestSites@saratogacountyny.gov](mailto:SchoolCOVIDTestSites@saratogacountyny.gov)

**(Applicants MUST submit through this email address; No fax submissions accepted)**

**“School Test Site Supervisor” must appear in the subject line of your submission.**

Vague submissions will not be considered in applicants favor

\*\*Applications are available in the Human Resources Office or on our website: [www.saratogacountyny.gov](http://www.saratogacountyny.gov)  
Applications will be reviewed as they are received. We appreciate your patience in allowing appropriate time to review and contact applicants. Applications will continue to be accepted for as long as the posting is active\*\*