

# Saratoga County New York



**SARATOGA COUNTY**  
**DEPARTMENT OF HUMAN RESOURCES**  
Scot Chamberlain, Director  
40 McMaster Street, Ballston Spa NY 12020  
[www.saratogacountyny.gov](http://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.*  
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## **CAREER OPPORTUNITY**

### **EMERGENCY PREPAREDNESS COORDINATOR SARATOGA COUNTY PUBLIC HEALTH DEPARTMENT**

**SALARY: \$66,696 \*\*\* Plus Excellent Benefits, Retirement, and Compensation Plan\*\*\***

#### ***Distinguishing Features of this opportunity are...***

Under the general supervision of the Commissioner of Health, or designated administrative staff member, incumbent in this position directs and coordinates efforts towards planning, preparing and completing projects relative to public health emergencies. Work involves responsibility for providing public health preparedness collaborative leadership and training of staff and community partners related to infectious disease outbreaks and other public health emergencies; working as a skillful team player to enhance cooperative relationships among all emergency preparedness planning and responder groups is required; Assessing training and community need, planning and coordinating training is also required. May provide supervision to subordinate staff. Does related work as required.

#### ***Minimum Qualifications for this position are...***

- A)** Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Health, Health or Public Administration, Human Services or closely related field; **OR**  
**B)** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Health, Health or Public Administration, Human Services or closely related field and (2) two years of experience in one of the following fields: Epidemiology, Emergency Preparedness & Planning, Public Health, Infection control and Communicable Disease experience is strongly recommended;

***Special Requirement:*** Possession of a valid NYS Appropriate Driver's License at time, and for duration, of appointment.



Emergency Preparedness Coordinator – P2

*Interested 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 **until the vacancy has been filled***

Applications are available in the Human Resources Office or on our website, [www.saratogacountyny.gov](http://www.saratogacountyny.gov).

**Resume MAY NOT be substituted for Application.** As a municipality, an application is required. No Fax Submissions

***\*\*This position will be filled on a “provisional” basis, pending the results of a civil service exam to be scheduled at a later date.\*\****

*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.*