

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.
Re- Issued: 09/07/2022

CAREER OPPORTUNITY **PRINCIPAL SANITARIAN** **SARATOGA COUNTY DEPARTMENT OF HEALTH**

SALARY: \$74,590 * Plus Excellent Benefit, Retirement Package & Compensation Plan*****

Distinguishing Features of this opportunity are...

Under general supervision, this position assists in the administration, development and supervision of Public Health environmental programs. The programs involve food service establishments, facilities for refuse disposal, insect and rodent control, general public health nuisances, x-ray installations, sanitation of habitable buildings, and temporary residences and farm labor camps. The work involves the enforcement of County and State public health laws and sanitary codes pertaining to the programs, the promotion of sanitary practices in the community, and the review of plans for the training and supervision of staff. Incumbents are expected to contribute actively in the development and enforcement of sanitary codes and regulations, operating policies and procedures. This position differs from that of Senior Sanitarian in that it requires planning, direction, review and supervision exercised over a number of senior sanitarians and other professional and technical personnel. Does related work as required.

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

- Assists in the supervision and administration of environmental health programs to ensure compliance with mandated state requirements and departmental policies and procedures;
- Directs and conducts special and important environmental health investigations, and prepares reports and recommendations;
- Reviews and recommends for approval all cases submitted for legal action from the various District Office Supervisors in order to ensure clarity and accuracy of statements and utilization of the proper sections of the law;
- Represents the Department in presenting cases before a hearing officer, and is responsible for ensuring that cases are updated; -
- Reviews and approves all plans and specifications relating to Public Health programs;
- Reviews inspection reports, activity reports and other work of Senior Sanitarians and other professional and technical staff;
- Assists in the direction and participates in the recruitment, training and development of subordinate personnel;
- Functions as a liaison with lawyers, physicians, legislators, the media, representatives of other levels of government including local, state and federal, and the public in general about matters before the department; Supervises special environmental programs as assigned;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- May perform other incidental tasks, as needed.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*



Principal Sanitarian – P2

Required performance, knowledge, skills and abilities are...

Thorough knowledge of environmental health principles, practices, laws and regulations; thorough knowledge of public health principles, practices laws and regulations and how the activities of other professionals relate to the total public health program; ability to manage and supervise a variety of program activities performed at multiple locations; ability to supervise the work of others; ability to communicate effectively, both verbally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; initiative; flexibility; tact; resourcefulness; physical condition commensurate with the demands of the position.

Minimum Qualifications for this position are...

- A. Master's Degree in Public Health, or a closely related *natural science field and three (3) years of environmental health experience; **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 with a minimum of thirty (30) credit hours in the natural sciences, of which no more than twelve (12) credit hours may be in the **applied sciences, satisfactory completion of a NYS public health training course and five (5) years of environmental health experience.

* 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.

** The term applied sciences shall mean science based courses in environmental technology, sanitarian technology, medical technology, public health, infectious control or food science.

SPECIAL REQUIREMENT(S):

- Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.
- The minimum qualifications for Public Health positions are mandated under New York State Health Code, Rules and Regulations (NYCRR) Title 10, Part 11.
- Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

*Qualified candidates may submit their **application, resume and transcript(s)** 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 with resume 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. **Resume MAY NOT be substituted for Application.** 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.