

**COUNTY OF TIOGA  
DEPARTMENT OF PERSONNEL AND CIVIL SERVICE**

R.E. Dougherty County Office Building, 56 Main Street – Owego, New York 13827 – Tele: (607) 687-8494 – Fax: (607) 223-7074



**NOTICE OF VACANCY  
DEPUTY DIRECTOR OF PUBLIC HEALTH**

**Date of Issue: 02/23/17.** This position is responsible for acting in the absence of the Public Health Director. The incumbent will be involved with planning, organizing and helping direct county-wide health information, planning and public health emergency preparedness programs and the coordination of these services with similar activities in the State and Federal government. The work involves considerable public and professional contact in order to promote understanding, acceptance and active support of program objectives. The incumbent is responsible for identifying areas for cost saving and providing policy development for public health planning. The position provides a leadership role in a community response to public health or bio-terrorism threats or events, and coordinates planning in partnership with the community and other appropriate agencies. The work is performed independently under general direction of the Public Health Director who reviews program plans and accomplishments. At the discretion of the Public Health Director, the incumbent may also serve as director of one or more divisions within the department. Supervision is exercised over subordinate staff. Does related work as required.

The title of Deputy Director of Public Health is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2017.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination *AND* being reachable from the resulting eligible list.

**Status:** Provisional  
**Work Hours:** Full time, days; 35-hour work week  
**Salary:** \$56,305 – 66,305 (Non-Union); benefit package available including: health, dental and vision insurance; paid leave time; NYS Retirement System; Deferred Compensation Plan  
**Location:** Tioga County Public Health Department

**Minimum Qualifications Either:**

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master’s degree in public health, nursing, physician assistant, or a related field\* and two (2) years of full-time paid (or its part time equivalent) program management/administrative experience in a public health agency or health related program: **OR**
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s Degree in public health, nursing or related field\* and four (4) years of full-time paid (or its part time equivalent) program management/administrative experience in a public health agency or health related program.

\*Related fields would include: health administration, community health, or environmental health.

**Apply to:** Tioga County Department of Personnel & Civil Service  
56 Main Street, Owego, NY 13827  
607-687-8494 (p); 607-223-7074 (f)  
[www.tiogacountyny.com](http://www.tiogacountyny.com)

**Apply by:** **Applications accepted until position has been filled.**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant’s favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.