

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: PUBLIC HEALTH PREPAREDNESS COORDINATOR

SALARY: \$34.48/hr (2025 Hire Rate)- \$37.39/hr (2026 Work Rate- after 9 months)

TYPE OF EMPLOYMENT: Full Time Permanent

ISSUE DATE: 08/07/25

THE FINAL DATE TO FILE APPLICATIONS: 09/07/25

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/08/25

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

Tompkins County Whole Health is seeking a strategic and collaborative Public Health Preparedness Coordinator to advance emergency readiness across the department and county.

This pivotal role offers the opportunity to shape and implement countywide preparedness strategies that strengthen public health infrastructure and community resilience. As the lead planner for public health preparedness, you'll design and maintain comprehensive preparedness plans, coordinate multi-agency response efforts, and serve as a critical liaison between Whole Health, first responders, and community partners. If you're a skilled communicator, systems thinker, and passionate about public service, we invite you to bring your experience to a role that truly makes a difference.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, or field related to human services, public health or emergency planning **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience planning, implementing, coordinating, organizing, supervising, or administering an emergency preparedness program or agency **OR** four years leadership experience as a first responder (EMS, emergency management, fire, law enforcement) or military leadership experience; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to emergency planning **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience planning, implementing, coordinating, organizing, supervising, or administering an emergency preparedness program or agency **OR** six years leadership experience as a first responder (EMS, emergency management, fire, law enforcement) or military leadership experience; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for assisting in the development and updating of the Public Health Emergency Preparedness Plan and developing related jurisdictional programs. This is a unique position that affords the opportunity to apply public health preparedness principles and planning across a broad array of stakeholders. As the lead for public health emergency preparedness in Tompkins County this role will work across the Whole Health Department, and with government partners and the community to develop and exercise preparedness plans. This employee is responsible for assessing, developing and implementing emergency preparedness plans, infectious disease control and public health education needs. The incumbent may have frequent contact and collaborate with law enforcement, fire and emergency service providers, medical providers, colleges and universities, veterinarians, pharmacists as well as other community-based organizations. This position will also lead internal preparedness efforts at Whole Health and coordinate closely with the agency's division managers. This will include integrating preparedness across the whole department, including family and child health programs, environmental health, communicable disease, and mental health services. Under the general direction of the Deputy Public Health Director, the incumbent may play a leadership role in a Whole Health response in the event of a public health emergency. Considerable autonomy and independent judgment is exercised in the performance of these duties. The incumbent may serve as a lead worker over given groups, projects or activities or may supervise assigned personnel as directed by the Deputy Public Health Director. The work is performed under the general direction of the Deputy Public Health Director. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists the Deputy Public Health Director in the development and on-going maintenance of the Public Health Emergency Preparedness Plan;
Establishes common planning framework to build and enhance preparedness across the department and county implemented through an interdisciplinary and multi-jurisdictional approach;
Develops a variety of plans and reports to meet emergency preparedness objectives;
Develops plans for large scale Points of Dispensing or stockpiled supplies, medications, etc.;
Designs and participates in Public Health Emergency Preparedness planning exercises to test the efficiency of the Public Health Emergency Preparedness Plan;
Collects, tabulates and analyzes data for use in meeting New York State Department of Health grant deliverables;
Coordinates grant and county-funded activities with other departments and agencies by participating in meetings with department and agency heads to discuss and evaluate county needs;
Serves as a resource to department staff and local community organizations regarding public health emergency preparedness;
Conducts educational programs and training sessions regarding public health and emergency preparedness procedures for a variety of audiences including schools, community service professionals, and agencies in the community;
Serves as a public health representative on various committees;
Attends training from the New York State Department of Health as required;
Reports orally and in writing to the Public Health Director.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the modern principles and practices of public health;
Good knowledge of Federal, State and local laws, codes, rules and regulations that relate to public health issues;
Good knowledge of public information and public relations techniques;
Good knowledge of community organizations and service providers related to public health;
Working knowledge of the principles and practices of educating and interacting with the public;
Ability to deal effectively with the public;
Ability to communicate effectively both orally and in writing;
Ability to participate in assigned projects and lay out work for others;
Ability to analyze and organize data and prepare records and reports;
Ability to understand, interpret and carry to fruition complex oral and/or written instructions;
The employee's physical condition shall be commensurate with the demands of the position.

Originally Created 90/03/03 as Bioterrorism Preparedness Coordinator. Converted to Public Health Preparedness Coordinator 08/23/2012.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILE - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850