



Steven M. Neuhaus  
County Executive

**IMMEDIATE OPPORTUNITY**  
**DEPARTMENT OF HEALTH**  
**DIRECTOR OF REGULATORY ASSISTANCE**  
**GRADE 24**

Applications are being accepted for the position of Director of Regulatory Assistance at the Department of Health. This position is allocated to the competitive class. The nature of the appointment is provisional pending outcome of a Civil Service Examination. Examination will be announced at a later date.

This position is responsible for assisting with the daily operations and the organization of the diversified regulatory requirements of the Environmental Health Division of the Department of Health. This position involves the responsibility of working to address, abate, and prevent violations of public health regulations. The incumbent is responsible for assisting the Principal Public Health Engineer and/or Principal Public Health Sanitarian with formulating policies and developing procedures for Division activities, responding to inquiries or complaints from the community, assuring that the administration of the permitting process, including inspections, is conducted in a timely manner including tracking and planning of the enforcement program. The work is performed in accordance with established policies and procedures, laws, and regulations. Work is performed under the supervision of the Deputy Commissioner of the Department of Health with input from the Principal Public Health Engineer and the Principal Public Health Sanitarian. Leeway is permitted for the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over the work of support and clerical staff. Does related duties as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree (or higher) in one of the following disciplines: public health, public administration, political science, communications, engineering, law, psychology, management or paralegal studies\* and five (5) years of administrative experience with three (3) of the five (5) being supervisory experience.

**Note:** A Doctorate level degree may substitute for the experience requirements.

**Note:** \*Paralegal studies degree must be from a four-year program approved by the American Bar Association.

**Note:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Salary range** is \$68,941.56 - \$161,066.13 depending on experience. Competitive benefits package includes comprehensive health, dental and vision insurance, long term disability insurance, and NYS Retirement.

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION.

**SEND APPLICATION TO:**

Kiara Maldonado  
Orange County Department of Health  
124 Main Street  
Goshen, NY 10924

**Open announcement until position is filled**

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page.

Or download directly here: [Application for Employment Application](#)

[www.orangecountygov.com](http://www.orangecountygov.com)

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