



Steven M. Neuhaus  
County Executive

## **VACANCY ANNOUNCEMENT**

### **HEALTH DEPARTMENT GRANTS COORDINATOR**

#### **Department of Health**

Applications are now being accepted by the Department of Health to fill a full-time position of Health Department Grants Coordinator. The nature of this appointment is provisional pending the outcome of a Civil Service Examination. Civil Service Examination will be announced at a later date. The work involves responsibility for the coordination and preparation of grants for the Orange County Department of Health in accordance with established laws, rules and regulations. The incumbent in this position is responsible for researching available grant funds and the sources of such funds and preparing grant applications for the benefit of the Health Department. The incumbent assists Division leaders with budget modification, reporting requirements, offering guidance on regulations, and assisting with preparing Legislative requests in relation to accepting and utilizing grant funds. Work is performed under the general supervision of Deputy Commissioner(s) with wide leeway to exercise independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate employees. Does related work as required.

#### **MINIMUM QUALIFICATIONS:** Either

- (A) Bachelor's degree or higher in Accounting, Finance, Communications, Public Administration, Business Management or related field and six (6) months of supervisory experience; OR
- (B) Associate's degree in Accounting, Finance, Communications, Public Administration, Business Management or related field and two (2) years of financial analysis or accounting experience or preparing and managing grants and six (6) months of supervisory experience; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience of financial analysis or accounting experience or preparing and managing grants and six(6) months of supervisory experience; or
- (D) An equivalent combination of training and experience as described in (A), (B), and (C), above.

**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.

#### **CIVIL SERVICE EXAMINATION IS A REQUIREMENT FOR APPOINTMENT EXAMINATION NOTICE TO BE ANNOUNCED AT A LATER DATE**

**SALARY:** Grade 13, Step 02: \$33.6493 per hour; \$69,990.54 annually (40-hour work week)  
Existing County Employees According to CSEA Contract for Grade 13

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. COSTS RELATED TO SUCH INVESTIGATION SHALL BE BORNE BY THE APPLICANT.

#### **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](#)

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