

**Please Post Conspicuously**

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS  
CONTINUOUSLY FOR THE FOLLOWING VACANCY:**

**Department of Public Health**

## ***Public Health Graduate Fellow***

**\$54,000**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The Public Health Graduate Fellow is a temporary position designed to allow persons with a passion for improving the health and well-being of Otsego County residents and promoting health equity across populations who experience disparity. The Graduate Fellow will be concurrently enrolled in Cornell University's Public Health Essentials Certificate Program. The Graduate Fellow will have the opportunity to assume diverse management-level responsibilities, work on and develop projects, and perform a number of duties under the supervision of the Public Health Fellow Program Coordinator and the director of the program in which the Graduate Fellow is working. The Graduate Fellow will perform other related duties as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Assess and monitor population health status;
- Investigate, diagnose and address health problems and hazards affecting the population;
- Communicate effectively to inform and educate community about health factors that influence it and how to improve it;
- Strengthen, support and mobilize communities and partnerships to improve health;
- Enroll individuals in programs including scheduling vaccinations, making referrals to community-based resources and identifying barriers as needed;
- Collect data, and interpret and perform data analysis;
- Use projection models as an estimation tool to assess the impact of intervention strategies.

**KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of the purposes, principles, terminology and practices employed in public health; working knowledge of legislation, current problems and professional literature in public health; working knowledge of advanced professional techniques in the field of public health; working knowledge of local and state law, procedures and policies as they relate to the mission of county government; working knowledge of administrative planning management, and supervision as it applies to the position; working knowledge of administrative planning, management, and supervision as it applies to the position; working knowledge of county government, geography, economics, demographics, society, goals, policies and procedures; working cultural competency knowledge and skills; working knowledge of special populations within the community; working knowledge of county department operations, organization, accountability, and responsibility; ability to analyze problems, assess future problems, and formulate complex action plans to facilitate resolutions; ability to research information, collect data, and interpret and analyze findings; ability to perform mathematical calculations, ability to work with data software programs; ability to implement work plans and report progress; ability to communicate effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant a Master's degree in Public Health, Health Education, or a health related field and experience 1) working with websites, social media platforms, etc.; 2) creating documents and/or images in plain language; 3) training in public health, medicine, emergency health, nursing, allied health, social services, communications, and information technology; OR
- (b) Students within one semester of completing their graduate degree from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant a Master's degree, at the time of appointment and experience as defined in (a).

Adopted Otsego County CS: 11/13/2021

Classification: Competitive

Position created temporarily by NYS Public Health Corps (NYSPHC) to build public health capacity to support COVID-19 vaccination operations and to increase preparedness for future public health emergencies. The Governor directed the NYS DOH to work with community partners to recruit, select, and appoint up to 1,000 Fellows to participate in the NYSPHC Program, which will provide Program Fellows with a minimum 1 year appointment, with a possible second appointment. Pay scale is determined by NYS with limited discretion to vary it by the local DOH.

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)