



DATE: October 10, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Eve Walter, Public Health Director
239 Golden Hill Drive, Kingston, NY 12401

JOB VACANCY: WIC Program Coordinator / Permanent/Provisional / Full-Time/ Benefited

LOCATION: GH Office Bldg

SALARY: \$35.85 / hour (Grade 16)

FILL DATE: November 3, 2025

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating and directing the activities of the Women, Infants and Children Program for the Ulster County Department of Health. Direct supervision is received from the Director of Patient Services although leeway is allowed in the carrying out the details of the work. Supervision is exercised over all subordinate personnel assigned to the WIC Program. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the organization of community and health services; working knowledge of nutrition as it relates to maternal and child health; skill in outreach activities and case finding; ability to plan, organize and supervise the work of others; ability to communicate effectively with clients and colleagues; ability to understand and interpret complex oral and written material; ability to prepare statistical reports; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Public Health, Public Administration, or Nutrition and one year of full-time paid supervisory experience; OR
- B. Possession of a Bachelor's Degree in Public Health, Public Administration, or Nutrition and two (2) years supervisory experience.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.