



DATE: May 13, 2026

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: Public Health Education Assistant /Permanent/Provisional / Full-Time / Benefited

LOCATION: GH Office Bldg

SALARY: \$28.97 / hour (Grade 12)

FILL DATE: June 3, 2026

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists in community public relations and marketing activities designed to increase public awareness regarding the resources and services available through the Ulster County Health Department, New York State Department of Health, and other health services available in the community. The work is performed under the general supervision of a higher-level employee in this field. Some leeway is allowed for the exercise of independent judgment and initiative in carrying out the duties of the position. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of public relations techniques; working knowledge and skill in the application of the basic principles, practices and techniques utilized to educate the public; working knowledge of public health administration and public health law; working knowledge of employee training techniques; working knowledge of the principles and practices of community organizations and work groups; working knowledge of services available through state and local agencies; ability to acquire a knowledge of layout and design for preparation of newsletters, pamphlets, brochures and other literature; ability to prepare, coordinate and present informative talks on health issues; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; strong organizational ability; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree in Health Education or a Health related field; OR
- B. Possession of an Associate's Degree in Health Education or a Health related field and two (2) years of experience assisting with or supporting public health, health education, community outreach, or public information programs or services; OR
- C. Possession of an Associate's Degree and three (3) years of experience assisting with or supporting public health education, community outreach, or public information programs or services.

Special Requirement: At time of appointment and throughout employment in this title, candidates must possess a valid New York State driver's license.

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.