



Ontario County Department of Human Resources  
 3019 County Complex Drive  
 Canandaigua, NY 14424  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

\*\* Position is Part-Time hours- no more than 1,040 hours a year.

**JOB POSTING #:** 24-081 **POSTING DATE\*:** FROM: 12/20/24 TO: 12/30/24

**JOB TITLE:** Coordinator, Children with Special Needs Program (Part-time) Pending

**RATE OF PAY:** 2025 starting rate: \$34.19/hr

**LOCATION:** Ontario County Department of Public Health

**NOTE:** Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

**QUALIFICATIONS:** County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

**MINIMUM QUALIFICATIONS:** Either:

1. Licensed and currently registered in New York State to practice as a physician, nurse practitioner, physician assistant, registered professional nurse (with a Bachelor's of Science in Nursing degree), physical therapist, occupational therapist, clinical or master social worker, or a closely related field, AND maintenance of such license throughout the tenure of employment; OR
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a health or human services field, or closely related; OR
3. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in a health or human services field, or closely related, AND two (2) years of full-time paid experience, or its part-time equivalent, in early childhood or special education OR providing program administration in a health or human services organization.
4. An equivalent combination of education and experience as defined by (1), (2) and (3) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

**APPLICATION DEADLINE / LAST FILING DATE\*:** until filled

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the Ontario County Civil Service Employment Portal.

*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*