

PUBLIC HEALTH SPECIALIST

Jefferson County Public Health Service



Jefferson County Public Health Service seeks a Public Health Specialist for the Lead Rental Registry program.

- Oversee the property registration process and support rental property owners in navigating the software system.
- Responsible for planning, implementation, evaluation, and coordination of all functions of the Rental Registry program.
- Develop and submit policies, work plans, budgets, and quarterly reports to NYSDOH.
- Provide leadership for productive coordination among external partners including county, city, and community partners.
- Oversight and administration of all sub-contracts and MOUs needed to support the Rental Registry.
- Create a community-based coalition to address lead poisoning in the community.
- Work in conjunction with other staff to provide outreach and education to the community.
- Conduct program evaluation and continuous quality (process) improvement, including inspections.
- Coordinate with funding sources for financial assistance to property owners (e.g., lead hazard control funding programs).
- Ensure the recording or data entry of required inspection and remediation activity.
- EPA Certification as a Lead Inspector or Risk Assessor, while not required at the time of hire, will be required within the first year of employment

Salary Ranges: \$29.21- \$36.58 (2025 rates), \$30.38 - \$38.04 (2026 rates)

Excellent fringe benefits include:

- NYS Retirement
- Deferred Compensation
- Comprehensive Health Plan, Including Vision
- Candidates may be eligible for the Public Service Loan Forgiveness program
- Dental Insurance
- Flex Spending Account
- Sick Leave
- Paid Vacation

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree.

Jefferson County is an Equal Opportunity Employer

Civil Service Exam required for Permanent Appointment.

**Applications will be accepted until the position is filled,
first review of applicants will be November 28, 2025.**

Apply online on our Employment Portal: <https://jefferson-portal.mycivilservice.com/>

Or send paper application and Resume to:

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.



jefferson-portal.mycivilservice.com

