



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

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- TITLE:** **FACILITIES & EVENTS COORDINATOR (*ANTICIPATED VACANCY*)**
(Provisional * Appointment)
- SALARY:** \$24.55/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.
- LOCATION:** Essex County Department of Public Works, Lewis
- BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35/37 ½ / 40 Hour work weeks (Monday-Friday).

JOB SUMMARY: The work involves responsibility for planning and coordinating activities related to events at the Essex County Fairgrounds and the Essex County Fish Hatchery as an Economic Development tool to increase tourism and generate revenue to offset operational costs of the divisions. The incumbent coordinates the financial arrangements between the County, promoters, and performers, keeping abreast of all negotiated agreements and assuring that specifications and conditions for such events are met. The incumbent will work closely with the County's Tourism contractor, Regional Office of Sustainable Tourism (ROOST) to coordinate promotion activities. Under general supervision of the DPW Superintendent, and with considerable leeway allowed in the exercise of independent judgment, an employee in this class is responsible for performing a variety of tasks, including the more technical administrative duties required in the operation of the facilities. The incumbent will act as the administrative supervisor for staff working at the Fairgrounds and the Fisheries Divisions. Performs related duties as required.

MINIMUM QUALIFICATIONS:

- (a) Possession of a Bachelor's degree in public relations, tourism, public information, hotel and restaurant management, public administration, or related field and (1) one year of related paid experience;
- (b) Possession of an Associate's degree in public relations, tourism, public information, hotel and restaurant management, public administration, or related field and (4) four years of related paid experience;
- (c) Graduation from high school or equivalency and six (6) years of related paid experience as defined in (a), and (b) above.
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a valid New York State Class D Driver's License.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

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Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Residency Requirement: There is no residency requirement.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: April 27th, 2023

Application Deadline: May 8th, 2023

*The term *provisional* means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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