

The **County of Sullivan** is seeking to fill the following position:

### **COMPLIANCE PROGRAM COORDINATOR**

This versatile position involves responsibility for various phases of the County Compliance Program. The employee will be required to perform analytical comparisons, assessment of financial data, investigative research, and utilization studies, as well as oversight of various administrative operations. The incumbent will: evaluate, recommend and/or implement strategies to improve the Compliance Programs to promote and maintain a safe, healthy, and regulatory compliant workplace environment; coordinate Compliance Program training activities, including content development, planning and outreach, and delivery; facilitate and develop collaborative efforts among agencies and departments; develop effective data analysis tools and procedures; and coordinate certain special projects of Management. Work is performed with a degree of responsibility for independent judgment in developing, planning, and administering programs under the supervision of the Assistant County Manager.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited, or New York State registered college or university, with a Master's Degree in public administration, business, human services, or governmental administration, or a related field, and two (2) years of experience in either risk assessment, including managing risk and ensuring compliance with laws and regulations, or program coordination experience; or
- (B) Graduation from a regionally accredited, or New York State registered college or university, with a Bachelor's Degree in public administration, business, human services, or governmental administration, or a related field, and four (4) years of experience in either risk assessment, including managing risk and ensuring compliance with laws and regulations, or program coordination experience; or
- (C) Graduation from a regionally accredited, or New York State registered college or university, with an Associate's Degree in public administration, business, human services, or governmental administration, or a related field, and six (6) years of experience in risk assessment, including managing risk and ensuring compliance with laws and regulations, or program coordination experience.

*SPECIAL REQUIREMENT: The candidate must possess a valid New York State driver's license at the time of application and maintain such license for the duration of employment.*

*NOTE: Experience in a government setting preferred.*

**Salary: Entry: \$73,123.00 Full: \$87,858.00**

**TO APPLY FOR THIS POSITION, visit: <https://sullivan-portal.mycivilservice.com/jobopps>**

This position is a competitive position which is subject to civil service examination.

**EEO/AA Employer**

**M/F/D/V**