



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard, SPHR  
Director

**TITLE:** Health Services Coordinator (\*Provisional Appointment)  
**SALARY:** \$43,105 - \$55,442 annually  
**LOCATION:** Monroe County Department of Public Health – WIC Program

### **JOB SUMMARY:**

This position is located in the Monroe County Department of Public Health – WIC Program. The WIC Program is a large program within the Maternal-Child Health Division which provides services and supplement food to pregnant women and their children. The Coordinator is responsible for the ongoing development and administration of this program. Responsibilities include hiring of staff, insuring compliance with State and Federal mandates, developing and monitoring the budget, integrating the WIC program into the community and other Maternal-Child Health Services with the division.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a health or social science\*, health administration or education, plus three (3) years of full-time or its part-time equivalent paid experience in health care, community health education, or emergency services, one (1) year of which must have been in planning, promoting or administration of health or emergency service programs; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in health education, health administration, or health science, plus two (2) years of experience as defined in (A) one (1) of which shall have been planning, promoting or administration of health or emergency service programs; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent experience as described in (A) above, three (3) years of which must have been in planning, promoting or administration or health or emergency service programs.
- (D) Any equivalent combination of training and experience as defined by the limits of (A) and (B).

\*Social Sciences includes: political science, history, sociology, psychology, economics or anthropology.

### **SPECIAL REQUIREMENTS:**

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test and physical. Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:** Monroe County Department of Human Resources  
111 Westfall Road - Room 752  
Rochester, NY 14620

**Posting Deadline:** May 30, 2008

\*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) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer