



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Principal Public Health Program Coordinator (*Provisional Appointment)

SALARY: \$51,754 - \$66,741 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is an administrative level position responsible for general coordination, administration, planning and evaluation of programs within the Monroe County Department of Public Health. Work may involve any number of programs including but not limited to, maternal child health, environmental health or clinical programs. Work is performed within state and local rules, regulations and guidelines as related to public health concerns. The employee reports directly to and works under the general supervision of the County Health Director. General supervision is exercised over a professional and technical staff.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing, plus EITHER:

- (A) Five (5) years paid full time or its part time equivalent experience in health administration, two (2) years of which must have involved supervision or program administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing Public Health, Business Administration or a discipline closely related to these fields, plus three (3) years of experience as defined in (A) above, two (2) of which must have involved supervision or program administration; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

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.

Send Civil Service Application to: Monroe County Department of Human Resources
111 Westfall Road - Room 756
Rochester, NY 14620

Posting Deadline: February 28, 2007

*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>

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An Equal Opportunity Employer