



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

**TITLE:** AIDS Coordinator (Temporary appointment)

**SALARY:** \$43,104 - \$55,442 annually

**LOCATION:** Monroe County Department of Public Health

### **JOB SUMMARY:**

This professional and supervisory position in the Department of Public Health, is responsible for coordinating county's STD/HIV services. Work involves conducting needs assessments and planning, developing and coordinating services such as training referral and testing. General supervision is exercised over a professional and clerical staff. The employee reports directly to and works under general supervision from, an administrator or other senior staff member.

### **MINIMUM QUALIFICATIONS: EITHER:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Business Administration, Health Administration, Community Organization, or in a health or human service field, including nursing and education, plus three (3) paid full-time or its part-time equivalent professional experience in public relations, health advocacy, community organization, community relations, or health education, one (1) year of which shall have been in a supervisory capacity; OR,
- B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration, Health Administration, Community Organization, or in a health or human service field, including nursing and education plus, two (2) years experience as defined in (A), one (1) year of which shall have been in a supervisory capacity; 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. Position has a strong potential to be changed to a permanent appointment.

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 Resumes to:** Beverly Ann Williams  
Monroe County Department of Human Resources  
111 Westfall Road, Room 756  
Rochester, NY 14620

**Posting Deadline:** June 16, 2006

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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