



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Clinical Services Administrator (*Provisional Appointment)

SALARY: \$66,632- \$85,816 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is an administrative position responsible for managing the Communicable Disease Prevention and Control division of the Monroe County Department of Public Health. This division includes the Sexually Transmitted Disease Control Clinic, Tuberculosis Control/Clinic, AIDS Program, Disease Control Unit, Immunization and Vaccine Distribution Programs, and a primary care pediatric clinic which is the medical home for children in foster care. Responsibilities also involve participation in public health preparedness planning and response. The Administrator is responsible for policy and procedure development with professional program managers as well as for the implementation and interpretation of the policies and procedures. Further, the administrator is responsible for directing quality improvement activities in the divisions and for providing leadership in the promotion of public health. Work is conducted within Federal, State, and Local rules, regulations and guidelines. General supervision is exercised over a subordinate staff. The employee reports directly to and works under general supervision of the County Health Director. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing,* Health Services Administration, Public Administration, Public Health, Social Work, Health Education, Epidemiology, Health and Society, or Psychology, plus five (5) years of paid full-time or its part-time equivalent experience in a health care facility, health related setting, or public health department, two (2) of which must have been in an administrative/management** position that involved the development of plans and policies for the delivery of health services to a community population, planning and assessment, budget preparation, or grant writing; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing*, Health Services Administration, Public Administration, Public Health, Social Work, Health Education, Epidemiology, Health and Society, or Psychology, plus four (4) years of experience as defined in (A) above, two of which must have been in an administrative/management** position that involved the development of plans and policies for the delivery of health services to a community population, planning and assessment, budget preparation, or grant writing; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTES:

*When qualifying with a Nursing degree, possession of a New York State Registered Professional Nurse's license and current registration to practice as a Registered Professional Nurse in New York State at the time of appointment or examination whichever is first.

**For the purposes of these minimum qualifications, administrative/management position is defined as the responsible direction and control of an identifiable organization, or organizational unit, or program. In addition to supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formulation.

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.

Additional Information:

Candidates for employment with Monroe County will be required to pass a pre-employment drug test. Candidates for employment with the Monroe County Government will be required to pass a Pre-Employment Background Investigation. The candidate will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

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 Public Health
111 Westfall Rd-Human Resources Rm: 752B
Rochester, NY 14620

Posting Deadline: December 25, 2009

*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