



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Aids Coordinator (*Provisional Appointment)

SALARY: \$44,012 - \$56,611 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is a professional and supervisory position responsible for coordinating Monroe County's STD/HIV services. Work involves developing, implementing and supervising all aspects of Monroe County's STD/HIV services including conducting needs assessments and planning, community outreach, developing and coordinating services such as training, referral and testing, as well as business and financial management functions. 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. Does related work as required

PROPOSED MINIMUM QUALIFICATIONS:

- (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, Liberal Arts or in a health or human service field, including nursing and education, plus three (3) years 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) 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.

NOTE: Acceptable professional experience shall include but not be limited to, formulating policies and procedures, establishing goals and objectives, preparation of annual reports

SPECIAL REQUIREMENTS:

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

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: July 16, 2010

*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