



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Public Health Emergency Preparedness Specialist (*Provisional Appointment)

SALARY: \$35,452 - \$45,547 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This position in the Department of Public Health is responsible for planning and organizing public health emergency readiness activities including recruiting and training paid and volunteer medical reserve corps staff. Responsibilities involve writing and updating emergency response plans, and developing and implementing staffing plans to support public health emergency response measures such as isolation and quarantine procedures, and point of dispensing clinics and special needs shelters. Work is performed in accordance with federal and state guidelines. The employee must be available to respond to emergencies during the evening and weekend hours. The employee reports directly to and works under the general supervision of a senior-level employee. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus two (2) years paid full time or its part time equivalent experience involving research and writing; or emergency planning, or public relations or program development or program administration/management; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) years of experience as defined in (A) above; 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 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: February 8, 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>

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An Equal Opportunity Employer