



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:**                   **HEALTH SERVICES COORDINATOR**  
(Provisional\* Appointment)

**SALARY:**               \$49,867 - \$63,244 annually

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

**JOB SUMMARY:**

This position, located at the Monroe County Public Health Department, is responsible for developing, promoting and coordinating community education and health service activities. The employee reports directly to, and works under the general supervision of a Manager of Maternal and Child Health Services or other higher level staff member. General supervision is exercised over a staff of professional, technical, or clerical and support staff such as Nutritionist and Supervising Nutritionist.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in a nutrition, dietetics, nursing, health science, health administration, health education, or public health field, plus two (2) years paid full-time or its part-time equivalent experience in community health education or health care, one (1) year of which must have been in program supervision, program management, or program administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned in (A) above, plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in program supervision, program management, or program administration; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent experience as described in (A) above, one (1) year of which must have been in program supervision, program management, or program administration; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

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

**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.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B  
ROCHESTER, NY 14620

**Posting Date:** May 16, 2019

**Posting Deadline:** May 31, 2019

\*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) candidates on the examination list in order to be eligible for permanent appointment.