



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: MANAGER OF PUBLIC HEALTH NURSING SERVICES
(Provisional* Appointment)

SALARY: \$64,671 - \$83,245 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is a management position for the Nursing Services Division located at the Department of Public Health. Duties include: assisting the Commissioner of Public Health in the administration of public health programs in the areas of project management, policy and procedure development as well as interpretation; documentation and providing technical assistance. Duties include ensuring programs and clinic functions operate within federal and New York State rules and regulations. The employee reports directly to, and works under the general supervision of the Commissioner of Public Health or other higher level staff member. General supervision is exercised over subordinate staff such as Public Health Nurse Coordinators. Does related work as required.

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 Social Work or a nursing, health administration, public administration, or public health field plus four (4) years paid full-time or its part-time equivalent experience in a community health-based organization, such as a public health department or other direct health care providing agency such as a hospital or outpatient medical practice, two (2) years of which must have been in a public health administration, health care administration or administrative/management** position that involved all of the following: developing plans and policies for delivery of health services to a community population, planning and assessment, and budget preparation or grant writing; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Social Work, or a nursing, health administration, public administration, or public health field plus five (5) years paid full-time or its part-time equivalent experience as defined in (A) above, two (2) years of which must have been in a public health administration, health care administration or administrative/management** position that involved all of the following: developing plans and policies for delivery of health services to a community population, planning and assessment, and budget preparation or grant writing; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

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

SPECIAL REQUIREMENTS:

Possession of a valid New York State Registered Professional Nurse's license and registration to practice as a Registered Professional Nurse in New York State.

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.