



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

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**TITLE:** PUBLIC HEALTH EMERGENCY PREPAREDNESS SPECIALIST  
(Provisional\* Appointment)

**SALARY:** \$36,415- \$46,184 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. 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, 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.

### **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) year of experience as defined in (A) above; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) 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:** July 7, 2017

**Posting Deadline:** July 24, 2017

\*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.