



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam Bello  
County Executive

Andrea Guzzetta  
Director

**TITLE:** PUBLIC HEALTH NURSE COORDINATOR  
(Provisional\* Appointment)

**SALARY:** \$50,865 - \$64,509 annually

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

**JOB SUMMARY:**

This position is located at the Monroe County Department of Public Health and is responsible for coordinating and managing program activities that provide confidential prevention services, case management, communicable disease surveillance, interventions, and/or specialized services to medically and socially complex clients, including children in foster care. Work is conducted in accordance with state and local regulations and standards of practice. The employee reports directly to, and works under the general supervision of a Manager of Public Health Nursing Services or other higher level staff member. General supervision is exercised over Public Health Nurses, Public Health Representatives, nurses, clerical staff and other health care professionals. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing, plus EITHER:

- (A) Three (3) years paid full-time or its part-time equivalent nursing experience in community or preventative health in a federal, state, or local health agency, OR in a diagnostic treatment center, health maintenance organization, home health agency, long-term home health care program, or public health nursing program, one (1) year of which must have involved supervision of professional nurses; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Health Education, Public Health, Public Administration or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have involved supervision of professional nurses; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

**Possession of a New York State Registered Professional Nurse's license and current 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.

**PREFERRED REQUIREMENT:**

**Current CPR/AED for the Professional Rescuer Certificate or equivalent certifications by a recognized certifying agency acceptable to the New York State Department of Health.**

**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:** December 23, 2019

**Posting Deadline:** January 7, 2020

\*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.