



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

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

SALARY: \$48,785 - \$55,530 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is a senior level position in the Department of Public Health responsible for leading the development, organization, and implementation of emergency preparedness readiness initiatives and activities. Duties include leading multiple project-based teams, developing and implementing emergency response plans, procedures and protocols, and coordinating logistical planning and support prior to and during a large-scale public health emergency. Duties also involve responding to emergencies. Possession of a I-300 Incident Command System for Expanding Incident certificate issued by the Federal Emergency Management Agency (FEMA) or the New York State Office of Emergency Management must be obtained within twelve (12) months of appointment or otherwise be separated from the position. This position is distinguished from Public Health Emergency Preparedness Specialist by virtue of developing and implementing initiatives as well as having supervisory responsibilities. The employee reports directly to, and works under the general supervision of the Public Health Emergency Preparedness Manager or other higher level staff member. General supervision is exercised over a subordinate staff. 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 Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience that involved EITHER: research and writing, or emergency planning, or public relations**, or program** development, or program*** administration****, at least one (1) year of which in any capacity above must have been in a first responder agency, (including, but not limited to, emergency medical service, fire service or law enforcement, public health, or security services), homeland security, or in military service (active, reserve or national guard); OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above, at least one (1) year of which in any capacity above must have been in a first responder agency, (including, but not limited to, emergency medical service, fire service, law enforcement, public health, or security services), homeland security, or in military service (active, reserve or national guard); OR,

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Public relations experience, for the purpose of these minimum qualifications, includes liaison activities with public officials, corporations, news media or the public. Appropriate duties include but are not limited to, preparing and distributing written materials or conducting presentations designed to promote general knowledge about activities, services policies or objectives.

***Program, for the purpose of these minimum qualifications, is defined as an organized group of activities performed to accomplish a specific goal or carry out policy to develop, improve or change practices or procedures. Examples of programs include but are not limited to, training programs, pre-school, or mental health programs.

****Administration, for the purpose of these minimum qualifications, is defined as direction and control of an identifiable organization, unit or program. Appropriate duties include but are not limited to, planning, resource allocation, program evaluation and policy formulation.

SPECIAL REQUIREMENTS:

Possession of a I-300 Incident Command System for Expanding Incident certificate issued by the Federal Emergency Management Agency (FEMA) or the New York State Office of Emergency Management within twelve (12) months of appointment.

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, NEW YORK 14620

Posting Date: November 20, 2020

Posting Deadline: December 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.