



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website chqgov.com

JUNIOR PLANNER (PUBLIC HEALTH)

Full-Time - 35 Hrs./Wk.

Starting Salary: @ \$26.05/Hour w/Benefits

Chautauqua County Department of Health and Human Services is actively seeking qualified applicants to fill a Junior Planner (Public Health) position located within the Mayville, NY office.

Position is full-time, 35 hours per week starting at \$26.05/hour. Chautauqua County Government also offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

In order to be considered for this position - **ALL** applicants must meet the minimum qualifications listed below* and **MUST** submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment."

Mail completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

JUNIOR PLANNER (PUBLIC HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: Employees of this class assist with planning, initiating and coordinating community-wide strategic health preparedness and response programs in the County Department of Health and Human Services. Work involves researching, analyzing and developing health services planning preparedness and response programs, coalitions and grant applications. Work is performed under the general direction of a Public Health Division supervisor of higher rank. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists Public Health Division administrators and other staff in the preparation and implementation of public health preparedness and response programs;
- Coordinates activities of assigned programs to include planning of preparation and response activities including developing and analyzing outcome measurements and action plans;

- Assists with the development of policies and procedures to support the assigned programs;
- Develops training and education materials to meet program guidelines and objectives;
- Coordinates investigations and surveillances regarding infectious diseases and prepares reports and recommendations;
- Collects and analyzes pertinent data for reporting and program recommendations;
- Represents Department of Health and Human Services at meetings, seminars and coalitions;
- Writes and submits grant applications and ensures that program activity and performance reports are delivered per the required obligations;
- Prepares media materials and press releases;
- Prepares reports for assigned programs and ensures timely and accurate submissions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the purposes, principles, terminology and practices employed in health services planning; good knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of the principles and methods of community organization and group work; good knowledge of current social and economic problems pertaining to public health; good knowledge of research methods and techniques; ability to write grant applications and other reports and correspondence; ability to understand complex oral and written directions; ability to communicate effectively both orally and in writing; ability to operate a personal computer and gain competence in use of data tools; ability to gain the support and cooperation of others in carrying out program objectives; initiative; resourcefulness, good judgment; physical condition commensurate with the demands of the position.

CANDIDATE MUST MEET ONE OF THE FOLLOWING MINIMUM QUALIFICATIONS:

- A. Graduation from a New York State registered or regionally accredited college or university with a Master's degree in Community/Public Health, Health Care Administration, Health Education or a field closely related to health systems administration, **OR**
- B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in Community/Public Health, Health Care Administration, Health Education or a field closely related to health systems administration PLUS two (2) years of experience in health services planning, health administration, or health programming for a public health agency, community based organization or other health related service provider, **OR**
- C. Graduation from a New York State registered or regionally accredited college or university with an Associate's degree in a Health related field PLUS four (4) years of experience as listed in (B) above.