

SENIOR PALNNER (PUBLIC HEALTH)
CHAUTAUQUA COUNTY DEPARTMENT OF HEALTH
SALARY RANGE: \$35.15 - \$46.71/HOUR + BENEFITS

The Chautauqua County Department of Health is seeking qualified applicants to fill the position of Senior Planner (Public Health) In our Mayville, NY offices. This position is full-time at 35 hours per week. Employees of this class are responsible for planning, initiating and coordinating community-wide strategic health programs. Work involves performing higher level research and analyses connected with health services planning and coordination of community-wide health-related coalitions. Work is performed under the general direction of the Commissioner of Health with wide latitude for the exercise of independent judgment. Supervision is exercised over subordinate staff assigned to health education projects and activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares and issues the Municipal Health Services Plan and associated materials such as the assessment, working in coordination with division heads;
- Develops statistical summaries from data supplied by New York State and from within the Chautauqua County Department of Health;
- Serves as liaison with consultants and the community;
- Interfaces on the State level concerning the strategic planning of health programs;
- Provides the interface between the Health Department and community-driven collaborative efforts;
- Assumes leadership in establishing and maintaining close cooperative working relationships among all group officials and non-officials which may contribute to the health education needs of the community;
- Leads County-wide coalition of coalitions, eliminating duplication of effort and ensuring that all health related interests are represented;
- Provides coalition support and maintenance including aiding in recruitment of members of coalitions; attends coalitions and related work-group meetings as appropriate;
- Organizes and supervises an information unit to provide answers to inquiries and to supply source materials on health answers to requests received by the Department of Health;
- Organizes and conducts speaker's bureau, conferences and meetings regarding health issues and proposed solutions;
- Coordinates community outreach activities;
- Initiates, plans, develops, conducts and evaluates educational programs for agencies in accordance with their policies;
- Oversees health education efforts conducted within the various core areas of the nursing and environmental health divisions; supervises activities of health educators and health education aides within any program area;
- Drafts press releases for review by the Commissioner of Health Services, develops structure for television programs, and makes radio/TV/press arrangements as directed by the Commissioner;
- Plans and develops RFPs for new health-related initiatives as the need arises; Investigates funding and writes grants for such initiatives;
- Negotiates contracts with outside entities providing public health services;
- Manages budgets for grants and specially funded programs operated by the unit;
- Advises the Commissioner of Health on proposed health-related policy and legislation;
- Represents the Department of Health at meetings and seminars by presenting results of agency's work and receiving comments.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

Chautauqua County offers a comprehensive benefits package which includes:

- | | |
|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Master's degree in Community/Public Health, Planning, Public Administration, Health Care Administration or related field and 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
- B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in Community/Public Health, Planning, Public Administration, Health Care Administration or related field or related field and four (4) 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.