

JUNIOR PLANNER (PUBLIC HEALTH)
CHAUTAUQUA COUNTY HEALTH DEPARTMENT
SALARY RANGE: \$30.51-\$40.26/HOUR + BENEFITS

The Chautauqua County Department of Health is looking to fill one (1) Full-Time Junior Planner (Public Health) position within the Mayville, NY office. This position is Full-Time at 35 hours per week. 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.

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

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - 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, 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 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
- C. Graduation from a New York State registered or regionally accredited college or university with an Associate's degree in a Health-related field and four (4) years of experience as listed in (B) above.