

PROGRAM ADMINISTRATOR (VECTOR CONTROL SPECIALIST)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Environmental Health Services, the incumbent of this position is responsible for performing specialized activities in environmental health relating to the enforcement of Public Health Law, Sanitary Codes, Environmental Conservation Law and regulations as they apply to the spread of disease by various vectors, and animal nuisance control. The incumbent initiates and develops programs and conservation practices in the community for the promotion of good public health, and participates in and develops training program(s) for animal and insect control relating to sanitation, conservation and disease transmission in the County. Along with the three main program areas of Rabies, Arbovirus and Tick borne diseases, the incumbent also investigates zoonotic diseases including Babesiosis, Histoplasmosis, Leptospirosis, Malaria, Plague, Psittacosis, Rocky Mountain Spotted Fever, Salmonellosis, Tularemia, etc. The incumbent supervises and trains a number of technical and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Initiates, develops and implements vector control policies, procedures, programs and conservation practices for the promotion of good public health;

Researches, prepares, updates and distributes educational materials relating to vector borne diseases;

Creates and disseminates comprehensive education programs targeted at staff, healthcare providers, veterinarians, pet owners, first responders such as Emergency Medical Technicians, groups at risk including garden clubs, outdoor groups, schools, sports participants, etc.;

Identifies potential funding sources, develops and submits grant proposals, and prepares and submits required reports to compliance with grant stipulations:

Initiates and/or participates in mosquito, arbovirus and tick surveillance within the county, monitoring those vectors implicated in possible disease outbreaks;

Supervises and participates in the collection of specimens for testing and/or tracking purposes; identifies and/or submits specimens of known vectors which might be responsible for possible disease outbreaks;

Tracks reports of wildlife fatalities; establishes patterns of zoonotic disease by development of case studies of their occurrence;

Establishes and produces guidelines with epidemiologists and other personnel in providing the public with sound health practices regarding wild and domestic animals;

Enforces Public Health Law and Sanitary Codes for rabies control;

Determines the need for rabies analysis or monitoring of those animals involved in biting incidences or instances of contact with suspected rabid animals; Collaborates with epidemiologists to determine the need for post exposure treatment of rabies;

EXAMPLES OF WORK: (Continued)

Monitors those animals involved in biting incidences in the County;

Ensures the proper inspection and permitting of all stables, animal shows, boarding kennels, animal wholesalers, pet shops, animal breeders, animal shelters, grooming parlors, etc., to decrease the risk of exposing the public to animal-related illnesses;

Assists local agencies in the identification of those animal species that are wild or dangerous or naturally inclined to do harm; Reports to appropriate local, state, or federal agencies those persons who own or possess animals that are deemed illegal or held in an illegal facility;

Refers individuals with animal problems to appropriate agencies or persons or investigates and removes those animals causing health nuisance;

Conducts investigations in wild and domestic animal nuisance complaints to determine the appropriate solution for the problem;

Supervises and organizes the Health Department's Rabies Vaccination Clinics held for Westchester residents' dogs and cats;

Establishes guidelines for new treatment or prevention recommendations (i.e., Lyme disease vaccine)

Maintains records and compiles reports of Avian specimens related to West Nile Virus;

Keeps abreast of new developments in animal health, animal laws, and the pet industry;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of environmental and public health principles and practices, particularly in the area of vector control; ability to secure the interest and cooperation of civic groups and officials; ability to establish and maintain effective working relationships with government agencies and the public; ability to communicate effectively both orally and in writing; ability to supervise the work of others; ability to develop good public relations; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; reliability; flexibility; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* which includes at least 30 credits in the physical and biological sciences and which must have included or been supplemented by a course in Zoology and either: (a) two years of experience in animal control and/or veterinary work; or (b) two years of environmental health experience, one year of which primarily involved animal control work.

SPECIAL REQUIREMENTS: (1) Possession of a valid license to operate a motor vehicle in New York State. (2) Due to the nature of this job, an incumbent is required to have rabies pre-exposure immunization within six months of appointment. (3) An incumbent must qualify for and possess a New York State DEC license for handling and removal of New York State wildlife within one year of appointment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C3015
Job Group: XII