

PUBLIC HEALTH PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for planning, developing, administering and coordinating a multiple component health program in the Broome County Health Department. Duties include developing, coordinating and implementing the program, evaluating program effectiveness and initiating staff development. The incumbent oversees program activities, policies and personnel, including the management of both financial and equipment resources. The work is performed under general supervision, with leeway allowed for the use of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and administers the day-to-day operational activities of an assigned program(s);

Coordinates program services with various divisions of the Health Department, based on an assessment of community needs and resources as well as departmental goals and objectives;

Coordinates program services with other community programs to promote comprehensive services and to prevent the duplication of services;

Interprets and implements laws and regulations governing the provision of program services;

Evaluates program operations and recommends changes in organization and procedures as required to meet program objectives;

Initiates and develops the active participation and cooperation of various professional groups, governmental bodies, volunteer agencies, citizen's groups and educational institutions in the development of the program;

Represents the Health Department at meetings with governmental agencies, community groups and the public concerning program components and related community activities;

Establishes and maintains frequent contact with State funding managers;

Supervises, trains and develops professional and clerical staff;

Attends and participates in conferences, community meetings and seminars;

Develops, implements and evaluates outreach activities directed at the program's target groups as well as the general public;

Develops and implements performance standards for quality assurance control;

Establishes management systems and administrative procedures to monitor and evaluate the program, and conducts periodic program reviews;

Designs and drafts program proposals, including grant applications, for the extension of current programming and for the development of additional related projects;

Develops an annual program budget and maintains control over program expenditures as well as oversees the administrative and fiscal processes related to the budget;

Prepares necessary reports as required;

Uses computer applications or other automated systems such as word processors, spreadsheets, calculators, e-mail and database software in performing work assignments;

May present the Department's position on program issues at official hearings, to the public as well as the news media.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Public Health principles and skill in their application to community health programs in the area of assignment;

Thorough knowledge of the principles and practices of organizational and administrative processes and techniques;

Good knowledge of community and human service agencies;

Good knowledge of health education and public relations organizations;

Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;

Ability to assemble, organize and present information clearly in both oral and in written form;

Ability to communicate effectively for public speaking;

Ability to establish and maintain effective working relationships with both professional and non-professional personnel, volunteers and community representatives;

Resourcefulness;

Good judgement;

Initiative;

Tact.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State college or university with a Master's Degree in public health, health care administration, public administration, business administration, nursing or closely related field; OR
- B) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in public health, health care administration, public administration, business administration, nursing or closely related field and two years of experience in the development and/or administration of a health related program(s); OR
- C) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree and three years of experience in the development and/or administration of a health related program; OR
- D) An equivalent combination of training and experience as defined between the limits of A), B) or C) above.

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COMPETITIVE