

PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating and implementing specialized public health programs to provide services to the public or a designated group of the public as defined by the goals, and priorities of the programs. The work involves the responsibility for investigating the occurrence of disease, injury or other health-related conditions or events in populations to describe the distribution of disease or risk factors for disease occurrence for the purpose of population-based prevention and control. The responsibilities of the position may include, but are not limited to investigation, research analysis, development, coordination and management; community relations and networking, educational promotion, media development, program outreach, funding, budget forecasting and planning, tracking and targeting populations, statistics and training of staff, etc. Independence and initiative are exercised by the employees in this class, within the guidelines of the policies and procedure established by the Public Health Director and the New York State Department of Health. Work is performed under general supervision. Supervision may be exercised over support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: Coordinates and networks with a variety of human services and community agencies to identify priority health related concerns and develop measurable program objectives and strategies for addressing concerns; Coordinates program services with other community programs to promote comprehensive services and to prevent the duplication of services; Organize and facilitate meetings with community agencies, neighborhood groups, public and private agencies involved in addressing identified concerns or program areas; Assists in the preparation of grants and funding requests, seeks out funding sources; Participates in program budget development and oversight; Coordinates and implements day to day activities of Public Health grant activities or program activities as assigned; Investigates reports of communicable disease cases; Responsible for the completion of all required written and electronic reporting. Plans and facilitates the development of coalitions to address new and emerging public health issues; Actively participates in community wide and regional coalitions, committees and task forces; Includes travel to all areas of the county as well as to regional meeting in neighboring counties; Participates in the preparation and updating of comprehensive assessments and plans for the agency as assigned; Conducts assessments, prepares reports and evaluations.

FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principals and practices of public health program coordination, management and administration; Good knowledge of the current public health issues, problems and concerns existing in the community; Good knowledge of agency program operations, goals and objectives; Good knowledge of community agencies and resources; Good knowledge in the development of educational and promotional material including computer and social media skills; Working knowledge of the principles and techniques of supervision; Ability to plan, implement and manage public health programs;

Ability to evaluate program efficiency and effectiveness and to document the same; Must have excellent oral and written communication skills; ~~Ability to communicate both orally and in writing~~; Ability to address groups on the purpose and objectives of the programs; Ability to establish and maintain cooperative relationships; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in a health related field, health science, communications, education or special education and (2) two years experience or its parttime equivalent in planning, implementing, organizing, overseeing or administering community services, human services, or health related programs.

NOTE: Completion of a masters degree in health education, education, public health, health promotion, social work, nursing, public health administration, or a closely related health field or public administration may be substituted for one (1) year of work experience.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

Competitive

Approved 1/26/05

revised 12/4/14; 7/14/17; 7/10/18; 12/2/2020