

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 responsibilities of the position may include, but are not limited to program 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 employee 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 of a Supervising Public Health Nurse. Supervision may be exercised over support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: Prepares and updates comprehensive plans for the agency; Serves as liaison with local emergency planning and response partners, including insuring integration of the public health plan with the overall county plan; Responsible for insuring grant deliverables are met on time and monitors progress; Prepares and submits grant progress reports; Attends and participates in required training and meetings on public health issues; Assists in preparing grand budgets and modifications; Develops public communication campaigns and community outreach education for grant based Health Education Programs; Acts as local health department liaison with NYSDOH bioterrorism staff and other grant program staff as required; Develops procedures and trains staff on use of new equipment associated with the Health Information Network and internet; Coordinates several grant based Health Education Programs, including but not limited to Tri-County Tobacco Coalition, Diabetes Grant, Lead Poisoning, etc. Responsible for program development, coordination and management of grant based Health Education programs;

FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principals and practices of public health program 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 health and related human and social services organizations; Working knowledge of the principles and techniques of supervision; Ability to plan, implements and manage public health programs; Ability to evaluate programs, its efficiency and effectiveness and to document the same; Ability to communicate both orally and in writing; 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 and (2) two years experience or its parttime equivalent in planning or administering a community services, human services, or health related programs OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an associates degree in a health related field and (4) fours years experience or its parttime equivalent in planning or administering a community service, human services, or health related programs OR
- (C) Six (6) years experience or its parttime equivalent in planning or administering a community services, human services, or health related programs, two (2) years of which must have been in a professional level capacity OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Completion of a masters degree in health 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.

Competitive
Approved 1/26/05