

SENIOR 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 research analysis, development, coordination and management, community relations, 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 of Public Health Director and/or higher level administrative staff. 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 investigates, diagnoses and addresses health problems and hazards affecting the population; Organize and facilitate meetings with community agencies, public and private agencies involved in addressing identified concerns or program areas; Assists in the preparation of grants, State and Federal aid including funding requests, seeks out funding sources; Participates in required NYSDOH meetings, trainings and activities; Participates in program budget development and oversight; Coordinates and implements day to day activities of Public Health grant activities or program activities as assigned; 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 meetings 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: Thorough knowledge of the purposes, principals and practices of public health program coordination, management and administration; Thorough knowledge in the development of educational and promotional material including computer and social media skills; Good knowledge of the legislation, current public health issues, problems and concerns existing in the community; Good knowledge of administrative planning management, and supervision; Good knowledge of community agencies and resources; Working knowledge of health issues, risk factors and concerns existing in the community, including special populations; Working knowledge to plan, implement and manage public health programs; Ability to research, draft and submit grant proposals; Ability to evaluate program efficiency and effectiveness and to document the same; 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; 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 Bachelor's degree in public health, health education, nursing, community health, health science, health communications, or health promotion/marketing and two (2) years of experience 1) Planning organizing and evaluation public health programs; 2) Organizing and utilizing current health data for public health interventions; 3) Providing health outreach, education and developing health education messaging.

NOTE: Completion of a master's 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 7/18/22