

SENIOR PUBLIC HEALTH EDUCATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for the oversight of the public health education programs within the Public Health Planning and Education Division of the Health Department. This class is distinguished from that of a Public Health Education Coordinator by virtue of degree of independent judgment, advanced public health education knowledge, complexity of duties and responsibility for interdepartmental planning. Work is performed under the general supervision of the Director of Public Health Planning and Education. Supervision may be exercised over the professional Public Health Coordinators. In the absence of the Director of Public Health Planning and Education, this position may fill in for the director.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Evaluates all aspects of Public Health Education programs and presentations and makes recommendations for changes or additions;
2. Responsible for writing grants and overseeing the development of grants;
3. Provides direct community education as well as staff training in various public health issues such as Emergency Preparedness;
4. Evaluates and supervises compilations of programmatic reports for accuracy and appropriateness;
5. Acts as a liaison within divisions of the Health Department promoting collaboration for more effective delivery of public health issues;
6. Prepares and monitors grant budgets for Public Health Education Coordinators;
7. Trains, supervises and provides consultation on difficult assignments to staff involved in the delivery of public health education programs; recommends enhancements to existing programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the basic principles, practices, techniques and administration of public health education programs and functions;

Knowledge of public relations principles, practices, and techniques;

Knowledge of grant writing, editing and administration relating to public health education programs;

Knowledge of literature and trends in public health education;

Knowledge of learning theory applicable to health education practices;

Ability to plan and supervise the work of professional public health educators;

Ability to develop, direct, and administer the work of a public health education unit or area of community need;

Ability to prepare technical reports and correspondence;

Ability to establish and maintain effective working relationships with others;

Ability to use various software packages for word processing in the administration of grant funding;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

SENIOR PUBLIC HEALTH EDUCATION COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a public health related field and two years of paid work experience in a human service field which included public relations, community education and/or health investigations.

NOTE: Strictly clerical work experience will not qualify for the one year of work experience required above.

SPECIAL REQUIREMENT:

Possession of a New York State Driver License at time of appointment.

HL0230

ADOPTED: 01/01/01 08/10/05