

PUBLIC HEALTH PROGRAM COORDINATOR

GENERAL STATEMENT OF DUTIES: Performs professional duties involving the planning, organization and development of public health program activities; duties include the preparation of grant proposals and coordination of health programs with other community services and agencies; works under supervision; performs related duties as required.

STATEMENT OF TASKS:

Plans, organizes and develops new community health programs and activities;
Prepares program grant proposals for new and existing funding sources;
Confers with Health Department division heads to obtain input for the development and improvement of new and existing health programs;
Confers with other professionals, educational personnel, lay groups, news media and public officials to facilitate the understanding and implementation of health programs and to promote participation in program activities.

MAY BE REQUIRED TO:

Prepare public health displays;
Write public health pamphlets and leaflets;
Write radio and television scripts, newspaper articles and related promotional and informational materials.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public health programs and related community services and agencies;
Ability to plan, organize and develop public health programs;
Ability to prepare grant proposals for new and existing health program activities;
Ability to coordinate the activities of others and work with officials of other agencies, employees and the general public;
Ability to communicate at a high level both orally and in writing;
Ability to prepare reports and maintain records;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in nursing, biological sciences, sanitary sciences, social sciences, accounting, communications, planning, health education, public health, public administration or business administration. Must be able to demonstrate an ability to write and prepare grant proposals.

Public Health Program Coordinator

SPECIAL REQUIREMENTS:

Valid driver's license and vehicle available for use on County business during working hours. Flexibility and willingness to work irregular hours on week days and weekends.

Established: August 22, 1978

Revised: January 11, 1999


Personnel Director