

Public Health Project Coordinator

JOB CODE: 2612
LOCATION: TIOGA CO. PUBLIC HEALTH DEPARTMENT
CLASSIFICATION: COMPETITIVE
SALARY: CSEA SG XIII
ADOPTED: Reso. 130-25; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THIS CLASS: This is a professional position responsible for planning, coordinating, and managing special projects and program services within Tioga County Public Health Department. Work is performed in accordance with applicable laws and policies at local, state, and federal levels. The incumbent will serve as the primary Public Information Officer for the Public Health department. Direct supervision is received from the Deputy Director of Public Health. Supervision is not a characteristic of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Plans, coordinates, implements and manages the day-to-day of special projects in the Public Health department;
- Coordinates projects and special program services with various divisions of the health department, based on an assessment of community needs and resources as well as departmental goals and objectives;
- Interprets and implements the laws, regulations and policies governing the provisions of program services and special projects;
- Evaluates and monitors project progress and may recommend changes in organization and procedures as required to meet successful completion;
- Designs and implements program and project proposals which may include gathering information for grant applications;
- Develops and implements performance standards for quality assurance control and conducts periodic program reviews for quality assurance control;
- Represents the health department at meetings with governmental agencies, community groups and the public concerning program components and related community activities;
- Manages social media and team lead for design materials;
- Prepares and presents necessary reports as required;
- Leads assigned health department affiliated Coalitions;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of public health principals and their application to community health programs/projects in the area of assignment; Thorough knowledge of the principals and practices of organizational and administrative processes and techniques; good knowledge of health education and public relations organizations ability to interpret and understand public health laws and regulations; ability to prepare clear and written reports, plans, and records; ability to communicate effectively both orally and in writing and in a manner for public speaking; ability to plan, organize and collaborate with others; ability to prioritize and work under pressure; physical condition to commensurate with the demands of the position.

Minimum qualifications:

- a. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Public Health, Community Health, Health Education, Health Science, Human Services, Behavioral Sciences, Social Sciences, Public Administration, Business Administration, Education, or closely related field AND two (2) years of full-time experience (or it's part-time equivalent) directly involving project management;
OR
- b. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree as indicated in (a) above and four (4) years of full-time experience (or it's part-time equivalent) directly involving project management; **OR**
- c. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Note: A higher-level degree in the same field as described in (a) may be substituted for one year of experience on a year-for-year basis.

Note: Preference may be given to those with experience working directly with Public Health within Tioga County.

SPECIAL REQUIREMENTS: Possession of a valid driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

Must be available in the event of a public health emergency.

The above draft job description has been agreed upon by:

Signature of Department Head or Appointing Authority

Name of Department, Municipality or District

Date