

## **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 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 employees in this class, within the guidelines of the policies and procedures established by the Public Health Director and the New York State Department of Health. Work is performed under general supervision. 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 with other community programs to promote comprehensive services and to prevent the duplication of services; Organizes and facilitates meetings with community agencies, neighborhood groups, and public and private agencies involved in addressing identified concerns or program areas; Assists in the preparation of grants, handles State and Federal aid processing and funding requests, and 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 management and provides information for State Aid under Article Six of the Public Health Law and other 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; Investigates reports of communicable disease; Participates in the preparation and updating of comprehensive assessments and plans for the agency as assigned; Conducts assessments and prepares reports and evaluations.

### **FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the principles and practices of public health program coordination, management, and administration; Good knowledge of current public health issues, problems and concerns existing in the community; Good knowledge of agency program operations, goals, and objectives; Good knowledge of community agencies and resources; Good knowledge of the development of educational and promotional material including computer and social media skills; Working knowledge of the principles and techniques of supervision; Ability to plan, implement, and manage public health programs; 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 college or university with a Bachelor's degree in public health, health education, nursing, community health, health science, health communications, or health promotion/marketing; OR
- B. Graduation from a college or university with a Bachelor's degree in a health-related field and one (1) year of health-education or community health experience.

**NOTE:** Completion of a master's degree in health education, education, public health, health promotion, social work, nursing, public health administration, a closely-related health field, or public administration may be substituted for one year of work experience.

**NOTE:** A valid New York State driver's license is required at time of appointment and must be maintained during employment.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive

Approved 1/26/05

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