

PROGRAM COORDINATOR - HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class plans, develops, administers, and coordinates a multiple component program of the Westchester County Department of Health. Responsibilities include: developing, coordinating and implementing the program; interpreting and implementing complex laws and regulations; evaluating program effectiveness; and initiating staff development. Incumbents of this class exercise responsibility over program activities, policies and personnel including management of financial and equipment resources. Supervision is exercised over a number of subordinate professional, technical and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and administers the day-to-day operational activities of an assigned program;

Coordinates program services with various Department components based on an assessment of community needs and resources, and departmental goals and objectives;

Coordinates program services with other community programs to promote comprehensive services and to prevent the duplication of services;

Interprets and implements laws and regulations governing the provision of program services;

Develops policies and procedures within departmental guidelines and regulatory and rates;

Evaluates program operations and recommends changes in organization and procedures as required to meet program objectives;

Initiates and develops the active participation and cooperation of professional groups, governmental bodies, volunteer agencies, citizen's groups, educational institutions, etc. in the development of the program;

Represents the Health Department at meetings with governmental and quas-governmental agencies, community groups, and the public, concerning program components and related community activities;

Establishes and maintains frequent contact with state, county and municipal officials;

Supervises, trains and develops professional and clerical program staff;

Attends and participates in conferences, community meetings, seminars, etc.

Administers the New York State and Westchester County Sanitary Codes as they apply to deficiencies discovered by the program's community health assessment activities;

EXAMPLES OF WORK: (Illustrative Only)

Presents the Department's position on program issues at official hearings and to the public and the news media;

Develops, implements and evaluates outreach activities directed to the program's target groups and to the general public;

Develops and implements performance standards for quality assurance control;

Establishes management systems and administrative procedures to monitor and evaluate the program, and conducts periodic program reviews;

Designs and drafts program proposals including grant applications for the extension of current programming and for the development of additional related projects;

Develops annual budget and maintains control over program expenditures;

Prepares necessary reports as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of public health principals and principles and skill in their application to community health programs in the area of assignment; thorough knowledge of the principles and practices of organizational and administrative processes and techniques; good knowledge of community and human service agencies; good knowledge of health education and public relations organizations, working knowledge of the organizational aspects of State, County and Municipal agencies; ability to assemble, organize and present information clearly in oral and in written form; ability to communicate in an articulate manner for public speaking; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with professional, non-professional personnel, volunteers and community representatives; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; tact; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of professional experience where the primary function was in the development and/or administration of health-related programs, two of which must have been at a supervisory level.

SUBSTITUTION: A Master's Degree* in Nursing, Sociology, Social Work, Public Health, Public Administration may be substituted for experience at the rate of 30 credits per year. There is no substitute for the two years of supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post secondary degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: Competitive
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Job Class Code: C2445
Job Group: XIII