

## IMPERIAL COUNTY

### CLASS TITLE: HEALTH PROGRAMS COORDINATOR

#### BASIC FUNCTION:

Under the direction of an assigned manager, plan, organize and direct a specific program within the Public Health Department; supervise assigned support staff.

#### DISTINGUISHING CHARACTERISTICS:

The Program Coordinator directs an assigned public health program assuring the delivery of public health services to identified populations in accordance with program standards and all applicable laws and regulations.

#### REPRESENTATIVE DUTIES:

Plan, organize and direct an assigned public health program; supervise assigned personnel.

Perform studies for assigned program; research data, analyze results and prepare recommendations for review of the assigned manager.

Recommend budgets to superiors; monitor budget expenditures during the fiscal year, make adjustments as necessary.

Analyze reports, regulations, requests for information and other matters; identify alternative approaches to resolve issues and make recommendations to the assigned manager for proper course of action.

Develop effective liaisons with key community agencies, such as mental health, law enforcement, probation, juvenile institutions staff, social services staff, education staff and other related service providers.

Prepare and present reports regarding program activities and applicable statistics.

Prepare program documentation for Public Health Department and for submission to the State as necessary.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Community organization services including public health services available and sources of referral.

Program requirements for reimbursement of billable hours.

Rules and regulations governing the operation of other public services agencies.

Technical aspects of field of specialty.

Budget preparation and control.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Policies and objectives of assigned program and activities.

Laws, rules and regulations related to assigned activities.

Research methods and report writing techniques.

Record-keeping techniques.

Public health laws and regulations.

**ABILITY TO:**

Direct the day-to-day activities of an assigned public health program. Provide services applicable to assigned program.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Compile and verify data and prepare reports.

Assign and review the work of others.

Train and review the work of others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Direct and motivate a multi-disciplinary team.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree related in public administration.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Office environment.

Physical abilities required include dexterity of hands and fingers to operate a computer terminal, typewriter and other office equipment, and hearing and speaking to exchange information.