

PUBLIC HEALTH EDUCATION MANAGER

NATURE OF WORK

This is responsible administrative and supervisory work participating in the programs and activities of the Health Promotion and Outreach Division.

Work involves responsibility for planning, developing and coordinating health education programs for the City-County Health Department. Work also involves supervising and developing complete health education programs and workshops, training programs and seminars; and developing grants and budgets. An employee in this class exercises considerable independent judgment and personal initiative in executing assigned duties. Supervision is received from the Assistant Health Director with work being reviewed in the form of reports, conferences and overall effectiveness of educational programs. Supervision is exercised over subordinate professional and support staff.

EXAMPLES OF WORK PERFORMED

Supervises the operation of the Health Promotion and Outreach division; assists with the interviewing and hiring of personnel.

Writes grants, monitors and reports grant activities.

Supervises subordinate professional and support staff engaged in various phases of public health education.

Supervises, develops, implements and coordinates workshops, training programs and seminars for Health Department personnel or other interested groups.

Administers, reviews and evaluates health education programs; promotes and publicizes activities; develops press releases of activities.

Serves on local and State advisory committees involved in protecting and promoting the health of the community.

Assists schools in the development and establishment of sound health education programs.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge, understanding and appreciation of public health problems in the local community and school system.

Thorough knowledge of modern education practices, techniques and philosophies as they relate to health programs.

Thorough knowledge of disease prevention, health promotion, and lifestyle risk reduction education and public health research methods.

Thorough knowledge of management and management skills.

Thorough knowledge of methods, practices and techniques used in ascertaining community health problems and health education needs.

Thorough knowledge of grant writing procedures and requirements necessary to obtain funding for program.

Considerable knowledge of the principles and practices of public health administration.

Considerable knowledge of budget preparation and budget management.

Ability to make professional and administrative decisions within the framework of department policy and to present ideas concisely and effectively both orally and in writing.

Ability to present complex information and terminology in understandable, non-technical language.

Ability to plan, assign, coordinate and evaluate the work of professional and support personnel.

Ability to plan, formulate and execute a comprehensive community health education program.

Ability to establish and maintain effective working relationships with coworkers, subordinates, public officials and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a Master's Degree in public health education, with course work in management and thorough experience developing, implementing and evaluating community health education programs, and experience supervising subordinate personnel involved in health education.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university supplemented by a Master's Degree in public health, education, biological science, journalism, or related field with considerable experience developing and implementing health education programs and some supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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