

ASSISTANT DIRECTOR, PUBLIC HEALTH EDUCATION

DISTINGUISHING FEATURES OF THE CLASS: This is professional public health work involving responsibility for assisting the director in the planning, organizing and implementation of public health education programs administered by the Department of Health. The work is performed under the general direction of the Director, Public Health Education, and in accordance with applicable rules and regulations. Supervision is provided to professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director in planning, organizing and implementing public health education services administered by the Department of Health;
Oversees contracts with outside providers of education services, including, but not limited to, establishing standards and performance measures, determining deliverables, monitoring budgets, revising contracts as needed, etc.;
Plans and coordinates community health education projects;
Acts as liaison with community groups in order to identify health education needs and plan and develop public health education programs;
Plans and coordinates the development of printed materials, exhibits and visual aids to implement public health education programs;
Oversees grant-writing proposals and the submission of supporting documents;
Provides direct supervision to health education staff;
Oversees the collection of data in order to monitor program activities and evaluate program effectiveness;
Performs a variety of administrative duties related to health education programs (e.g. develop policies and procedures, budgets recommendations);
Represents the Health Department at local and regional meetings, conferences and community coalitions;
Assists the Director with the recruitment, employment, training and performance-monitoring of health education staff;
Completes special projects (e.g. bioterrorism/emergency preparedness communication);
Acts for and in place of the Director, Public Health Education, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public health education; thorough knowledge of public health programs; thorough knowledge of current public health issues; good knowledge of supervisory principles; ability to coordinate public health education programs; ability to oversee contracts with private providers of public health education services; ability to develop and implement public health education policies; ability to understand and interpret public health regulations as they pertain to public health education; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others, especially community groups and organizations.

(over)

MINIMUM QUALIFICATIONS:

1. A Master's degree in Health Education, and one (1) year of post-degree experience as a Public Health Educator or
2. A Bachelor's degree in Health Education, and two (2) years of post-degree experience as a Public Health Educator, or
3. A Bachelor's degree in a health-related field* and three (3) years of post-degree experience as a Public Health Educator.

*A health-related field shall refer to areas of specialization such as Nursing, Psychology, Social Work, Health, Public Health, etc.