

LOCAL COORDINATOR

JOB CODE: 3610
LOCATION: Tioga County Public Health Department
CLASSIFICATION: Competitive
SALARY: Management/Confidential
ADOPTED: Reso. 310-21, 12/14/2021

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for direct supervision of individuals selected to complete a public health fellowship at Tioga County Health Department. This position will coordinate all aspects of the fellowship resulting in the fellows gaining knowledge and experience of a local health department during its pandemic response. The primary function of this position is to oversee the implementation of the NYSPHC Fellowship program and coordination of local fellows. The secondary function is to complete and report grant objectives and activities as required by grantor. Work is performed under the direct supervision of the Public Health Director. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interviews prospective fellows;
- Organize and implement a comprehensive onboarding plan;
- Develop, design and test training material;
- Create a work plan and evaluation method for fellows that will develop their professional skills;
- Serve as a daily COVID leader for the case investigation/contact tracing activities;
- Complete all grant related reports and budgets;
- Communicate with the designated Regional Coordinator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of health administration; working knowledge of the administrative organization of community agencies; ability to plan and coordinate the work of others; ability to communicate effectively; ability to read and interpret written material; ability to prepare and write detailed reports; ability to communicate effectively; ability to establish and maintain cooperative working relationships; ability to accept and utilize guidance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public health, public administration, emergency management, nursing or a related field.

Preference will be given to graduates from a regionally accredited or New York State registered college or university with a Master's degree in public health, health care administration, public administration, business administration, nursing or closely related field.

SPECIAL REQUIREMENTS:

Appointees must satisfactorily complete all applicable training courses approved by the State Health Department within designated time frames.

Possession of a valid driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

Must be available in the event of a public health emergency.