

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PUBLIC HEALTH EDUCATOR
DEPARTMENT: PUBLIC HEALTH
REPORTS TO: VARIOUS

CLASS CODE: 44026
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs complex professional level work in public health education, including: developing and conducting workshops, seminars, classes, etc. on various public health topics; researching funding sources and assisting in developing and securing grants; working with various groups and organizations to provide technical assistance; and serving on various committees.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Develops and conducts programs, presentations, workshops, seminars, classes and sessions related to health and prevention issues, including; conducting outreach to schools, tribes, community groups, etc.; providing technical assistance; assisting groups in collaborating, planning and evaluating programs; assisting with school surveys; promoting curriculum; expanding existing programs by collecting data and recruiting and training volunteers to deliver programs; and organizing free assemblies at schools.

Researches and assists in developing requests for funding, including: preparing reports on funding sources; accessing related web sites and publications to locate sources; assisting in developing grants and related projects by compiling data and completing documents/applications; making recommendations; and providing technical assistance.

Assist in issuing grants, including: editing applications; contacting applicants; developing and conducting workshops; providing technical assistance; developing training manuals; training reviewers; and reading, reviewing and scoring proposals.

Participates in staff and professional meetings to discuss issues relevant to work functions, plan educational activities and events and disseminate information.

Serves as liaison and consultant between department and hospital, physicians, public health staff, and other agencies/organizations.

Serves on various committees, develops policies and plans and researches various issues.

Writes articles for newsletters.

Schedules tele-conferences and contributes information.

Maintains agency web page.

Oversees and updates library materials.

Interprets state and federal regulations in relation to programs and ensures compliance.

Develops and distributes prevention materials to program clients, agencies and organizations; provides prevention strategy education.

Enters and retrieves a variety of complex information into a computer terminal.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Formats, types letters, memos, reports, or other correspondence on a word processor or typewriter.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Creates and maintains complex and/or confidential files and compiles and completes data for administrative and public reports.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Reports administrative and/or operational problems to supervisor.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer and Printer	Vehicle
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in related field; and,

One to two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles, methods and materials of health education.

Substance Abuse and Prevention.

Youth development model.

Methods of researching, locating and securing grants.

Community resources.

Internal departmental policies and procedures.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Developing goals, organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Making presentation to groups.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to write reports.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

While performing the essential functions of this job the employee is frequently required to lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a public health facility, exposing the employee to people who may be sick or carrying contagious diseases.

The incumbent's working conditions are typically moderately quiet, but may be loud at some locations..

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.