

COMMUNICATIONS AND e-SERVICES COORDINATOR

Job code: 3606
Location: Tioga County Public Health Department
Classification: Competitive
Salary: Non-Union
Adopted: 02/10/16-Reso. 47-16; revised 01/2019; 01/2020

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and implementing programs related to communicable disease prevention, public health emergency preparedness, and developing related jurisdictional programs. The incumbent will routinely use social media / internet platforms as well as traditional forms of communication to reach citizens and businesses within Tioga County. The work will have contact with law enforcement, fire and emergency service providers, medical providers, veterinarians, pharmacists as well as other community based organizations. Considerable autonomy and independent judgment is exercised in the performance of duties. When authorized during an actual emergency event, the incumbent may direct the activities of designated personnel. Supervision of others is not a feature of this class. Work is performed under general direction of the Public Health Director and or his/her designee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists the Public Health Director in the development and on-going maintenance of programs related to communicable disease prevention and the department's public health preparedness plan;
- Establishes common planning framework to build and enhance preparedness implemented through interdisciplinary and multi-jurisdictional approaches that an incident of local state or national significance would demand
- Through research, develops and a variety of plans and reports in order to meet emergency preparedness objectives and to facilitate the formulation of policies;
- Responsible for the completion of all required written and electronic reporting pertaining to communicable disease and public health emergency preparedness;
- Develops and implements work plans related to communicable disease prevention and control;
- Participates in the investigation of communicable diseases within the community and oversees the reporting of cases;
- Prepares communicable disease reports and biostatistics for quarterly and annual reports;
- Collects, tabulates and analyzes data for use in meeting grant deliverables;
- Coordinates grant and county-funded activities with other departments and agencies by participating in meetings with department and agency heads to discuss and evaluate county needs;
- Writes public health press releases and articles for submission on social media and to the local media;
- Serves as a Tioga County representative on various committees;
- Attends all required trainings;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the modern principles and practices of public health; good knowledge of Federal, State and local laws, codes, rules and regulations that relate to public health issues; good knowledge of public information and public relations techniques; good knowledge of information security standards and policies; good knowledge of the principles and practices of educating and interacting with the public; ability to communicate effectively both orally and in writing; ability to participate in assigned projects and lay out work for others; ability to analyze and organize data and prepare records and reports; ability to understand, interpret and carry out complex oral and/or written instructions; ability to be tactful and to secure the trust of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to emergency planning **AND** two (2) years of full-time work (or the equivalent part-time and/or volunteer) experience in either planning, implementing, coordinating, organizing, or administering a public program related to communicable diseases, health emergency preparedness, or closely related work experience; **OR**
- b. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to emergency planning **AND** four (4) years of full-time work (or the equivalent part-time and/or volunteer) experience in either planning, implementing, coordinating, organizing, or administering a public program related to communicable diseases, health emergency preparedness, or closely related work experience; **OR**
- c. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

SPECIAL REQUIREMENTS: Must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment. Must be available in the event of a public health emergency.