

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Public Health Program Representative</u>
Sch. & Grade	<u>PAT-8</u>
Class Code	<u>CO07</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>Union eligible</u>
Occupational Group	<u>Health</u>

PRIMARY PURPOSE:

Performs responsible technical work in a public health program for the Springfield-Greene County Health Department including planning, promoting, implementing and evaluating public health programs as well as providing technical assistance and guidance to local health units, schools, health care providers, and others involved in community health.

SUPERVISION:

Performs duties with considerable independence within established parameters with professional guidance and general supervision provided by the Assistant Director of Health or designee depending on assignment. Some assignments will require supervision of other staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, promotes, implements and evaluates an assigned public health program; assists in developing policies and procedures necessary to achieve the objectives of the program.
2. Supervises employees within an assigned public health program; makes decisions and conducts performance evaluations, schedules and approves leave, recommends disciplinary action, participates in and makes recommendations regarding hiring decisions of staff.
3. Provides technical assistance and guidance to schools, health care providers, and others involved in program implementation.
4. Cooperates with federal, state and local officials as well as private individuals and organizations in the implementation of an assigned program.
5. Evaluates programs including reviewing records and reports to determine compliance with state and federal rules and regulations, assessing accomplishment of program goals and objectives, and ensuring uniformity of procedures.
6. Plans and participates in meetings to promote and educate interested groups and individuals regarding the goals and objectives of the assigned program.
7. Participates in epidemiological field investigations as appropriate for assigned program area including traveling to off-site field locations; evaluates data collected to determine trends.
8. Evaluates reliability of source data; analyzes, interprets and makes sound recommendation on data; provides trend analysis to facilitate efficiency; and defends reliability and usefulness of interpretations.
9. Serves as a liaison with contracting agencies to resolve routine compliance problems and to ensure compliance with contract provisions.
10. Prepares correspondence and reports; gathers financial and statistical data; prepares activity reports for submission to program administrators; establishes and maintains records for the implementation and management of the program.
11. Conducts special studies and research necessary for the planning and evaluation of the program.
12. Assists in designing or revising program forms, reporting mechanisms and operating procedures to improve program efficiency.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Considerable knowledge of public health operations and organizations, particularly as related to the assigned program area. Working knowledge of the general nature and objective of public health programs; organization and operation of federal, state, and local governmental agencies; organization and functions of voluntary agencies, civic organizations and similar groups interested in public health program activities; individual and community health problems as related to public health programs; and laws and regulations relating to assigned program area. Some knowledge of financial recordkeeping, budget preparation and contract compliance is also required.

Abilities

Plan, promote, implement and evaluate public health programs; express and communicate ideas effectively both verbally and in writing; conduct research studies and analyze complex statistical data effectively, efficiently, and accurately; organize and coordinate the efforts of others in carrying out assigned program functions; follow oral and written instructions; prepare clear and comprehensive reports; use logical reasoning to analyze, evaluate and make sound decisions or recommendations; define problems, collect data, establish facts and draw valid conclusions; establish and maintain effective working relationships with others; deal effectively and courteously with outside agencies, associates, and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires graduation from an accredited college or university with a Bachelor’s Degree in Biological Sciences, Public Administration, Social Services, Health Services, Behavioral Sciences or a related area plus two years of professional or technical experience in public health. A Master’s Degree in a discipline indicated above may be substituted for one year of the required experience. Some assignments may require previous supervisory experience. Some assignments may require significant data management and analysis work experience. Experience needs to be commensurate with the current vacancy.

Physical Requirements

Performs bending, sorting, and reaching to both ground level and overhead; holds and grips objects; lifts, carries, pushes, and pulls approximately 30 pounds; distinguishes colors due to body fluids and certain screening tests.

Working Environment

Both indoor and outdoor working environment with possible exposure to extreme weather conditions when performing field work; subject to chemical hazards associated with cleaning supplies and antiseptics as well as safety hazards involved in working with needles and body fluids; possible exposure to disease due to working with symptomatic and asymptomatic patients; subject to strong fumes and odors.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, incumbent must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	June 29, 2017	GENERAL ORDINANCE NO. 4812
Comments:	Updated primary purpose/supervision/essential functions/abilities/experience, education, and training	Date: June 22, 1998

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____