

## **HEALTH PROGRAM COORDINATOR**

### **DEFINITION**

Under direction plan, organize, direct, evaluate and supervise the operations of health-related services, such as community education, intervention and treatment, prevention, rehabilitation, nutrition and/or coordination of community resources.

### **DISTINGUISHING CHARACTERISTICS**

This position has full supervisory responsibility for a specialized service or activity within the context of a comprehensive health services program area. This position is distinguished from the higher level of Health Services Manager in that the latter is responsible for managing multiple health services programs and/or clinics.

### **EXAMPLES OF DUTIES**

1. Organizes, supervises and monitors specialized health-related services and activities.
2. Participates in the development of goals, objectives, policies, procedures and priorities within a specialized service area.
3. Prepares cost estimates and justifications for budget recommendations, assists in monitoring and controlling expenditures to ensure the accomplishment of objectives within an approved budget.
4. Maintains an effective working relationship with a variety of public and private organizations, including staff in other department divisions, County departments and outside agencies.
5. Answers questions and provides information to the public, supervises the enforcement of community health-related standards, codes and regulations, as required.
6. Provides staff assistance to higher level management on program issues.
7. Selects, supervises, trains and evaluates professional, technical and clerical subordinates.
8. Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Licenses/Certificates:**

1. Possession of a valid California class C driver's license by date of hire.
2. Some positions may require possession of a specialized degree or certificate.

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

#### **Knowledge and Skills:**

#### **Working knowledge of:**

Health Program Coordinator

1. Principles and practices of public administration and program management, including program planning, implementation and evaluation.
2. Principles and practices of community health care.
3. Principles of budget preparation and monitoring.
4. Principles of personnel training, supervision and evaluation.

Skill and Ability to:

1. Apply principles and techniques of community organization, including community awareness, resource coordination and mobilization of diverse community groups.
2. Organize, direct and coordinate program services.
3. Work cooperatively with other County departments and public and private organizations.
4. Provide excellent and courteous customer service and establish and maintain effective working relationships.
5. Analyze problems accurately, develop recommendations and take appropriate action to resolve them.
6. Prepare complex and detailed written reports, procedures and contracts.
7. Speak effectively to diverse audiences, including professional, clinical and citizen groups.
8. Train staff and coordinate activities of contractors, volunteer groups and staff.

**CLASS HISTORY**

Class Code: 50K18  
Established Date:  
Revised Date: (New)  
Former Title: (New)

**CLASS DATA**

Job Group: 08  
EEO Category: P  
Work Comp. Code: 8830  
Bargaining/Employee Unit: F  
FLSA: E  
MOCO OT: N

Prepared by:

**“DRAFT”**

Approved by:

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County Administrative Office

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Date