

HEALTH EDUCATION ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Administers a comprehensive health education program, Department of Public Health and Social Services.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed; nor do the examples cover all the duties which may be performed.)

Administers an agency-wide or community health education program; plans, implements, and evaluates health education activities.

Develops objectives and plans for the projection of activities for the unit.

Coordinates the schedule for the presentation of workshops, in-service training, and conferences related to health education programs.

Administers health education program grants.

Provides consultative assistance and training to government agencies and departments.

Upgrades the competency of the delivery of health services in the community.

Prepares records and reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles and practices of health education.

Knowledge of the purposes and objectives of public health and related agencies.

Knowledge of the principles of community organization.

Ability to administer a health education program.

Ability to effectively use facilities, media, methods, and techniques of disseminating information to the public.

Ability to interpret public health philosophy and program goals to community groups and individuals.

Ability to exercise good judgment in evaluating situations and in making decisions.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

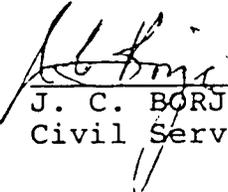
- a) Three years of experience as a Health Educator III or equivalent work and graduation from a recognized college or university with a Bachelor's degree in health education, social science, education or related field; or
- b) Two years of experience as a Health Educator III or equivalent work and graduation from a recognized college or university with a Master's degree in health education, social science, education or related field; or
- c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: February, 1986

PAY RANGE: 42



J. C. BORJA, Executive Director,
Civil Service Commission