



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

PUBLIC HEALTH COORDINATOR **Office of the Mayor**

GENERAL DESCRIPTION

- Program Planning and Implementation:
 - Develop and coordinate public health programs and activities.
 - Monitor the progress of each program and make sure they meet the goals and objectives of public health.
- Data Collection and Analysis:
 - Collect data to analyze and report trends, risks, and areas of improvement.
 - Use data to help develop strategies for improving public health outcomes.
 - Prepare and distribute reports, presentations, and other communications to share findings with the rest of the cabinet.
- Community Outreach and Education:
 - Coordinate community outreach events to bring education and advocacy to the Scranton community.
 - Work with local organizations and the Outreach Coordinator for the City of Scranton on outreach initiatives.
 - Develop educational materials, flyers, brochures, and social media content for the public.
- Policy Development and Advocacy:
 - Develop and implement public health policies and procedures.
- Resource Management:
 - Manage budgets, grants, and other resources allocated for the public health position.
 - Ensure the goals and objectives are met within the budget.
- Emergency Response:
 - Participate in public health emergency preparedness, including pandemics.
 - Develop and implement plans for responding to public health emergencies such as natural disasters.
 - Communicate with the public with the help of the Communications Director to provide accurate information.



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REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES

- A physician with public health experience; or a person with administrative experience in public health, supplemented by master's degree in public health, hospital administration, public administration or a related discipline.
- Expertise in epidemiology and infectious disease control.
- Strong communication skills.
- Analytical skills.
- Ability to take ownership and work with others in a fast-paced environment.