

HIDALGO COUNTY

JUDGE'S OFFICE

*OLD
JOB
DESCRIP.*

JOB TITLE: Public Health Liaison FLSA STATUS: Non - Exempt

DEPARTMENT: 300 CIVIL SERVICE STATUS: Non – Exempt

SUMMARY:

Under the chief Administrator, will coordinate the County's efforts in identifying the County's priorities in terms of public health issues. To include, the formulation of strategies to address priority issues, identifying and networking with both public and private sector resources, facilitate public and private input towards those strategies, and identifying potential funding sources to implement the formulated strategy.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research and identify weaknesses in the current public health system
- Develop strategies to address identified weaknesses
- Identify and initiate contact with potential partners in the public health system
- Develop a medium to garner public and private sector input for public health issues
- Develop and maintain a system to disseminate information to interest parties concerning public health
- Identify public and private resources to implement the County's strategy
- Perform other duties as assigned

EDUCATION AND EXPERIENCE:

- Bachelors Degree in Health Care Administration, Business Administration, Public Health Administration or a related field
- Two Years of experience in Public health, community planning or other related work experience preferred

HIDALGO COUNTY

JUDGE'S OFFICE

NEW
JOB DESCRIPTION

JOB TITLE: Public Health Liaison II FLSA STATUS: Non - Exempt

DEPARTMENT: 300 CIVIL SERVICE STATUS: Non - Exempt

SUMMARY:

Under the chief Administrator, will coordinate the County's efforts in identifying the County's priorities in terms of public health issues. To include, the formulation of strategies to address priority issues, identifying and networking with both public and private sector resources, facilitate public and private input towards those strategies, and identifying potential funding sources to implement the formulated strategy.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Research and identify weaknesses in the current public health system.
2. Develop strategies to address identified weaknesses.
3. Identify and initiate contact with potential partners in the public health system.
4. Develop a medium to garner public and private sector input for public health issues.
5. Develop and maintain a system to disseminate information to interest parties concerning public health.
6. Collects, develops, and analyzes data for public health issues related to potential programs and services. (New)
7. Monitors local and state policy initiatives with potential impacts on public health funding development and make recommendations for action. (New)
8. Provides planning related assistance for the analysis of ongoing program services, activities, demographic and community trends impacting Health Department programs. (New)
9. Monitors and researches federal, state and local funding sources, and links appropriate internal and external individuals and groups to project-based alliances and coalitions. (New)
10. Identify public and private resources to implement the County's public health strategy.
11. Perform other assigned duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelors Degree in Health Care Administration, Business Administration, Public Health Administration or a related field
- Two Years of experience in Public health, community planning or other related work experience preferred