



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 696.5

Job Title: **PUBLIC HEALTH EDUCATION CHIEF**

Pay Grade: 26

GENERAL SUMMARY:

Manages the daily activities of the Health Education Bureau or the activities of other health education programs, including administration of health education personnel, program activities and budget. Also responsible for the planning, implementation and evaluation of the health education programs.

RESPONSIBILITIES:

- Manages major department functions, establishes goals and evaluates section performance, and develops and manages budget.
- Identifies, evaluates and establishes health education program goals and objectives along with related policies and procedures, materials and methodologies for program implementation.
- Plans and prepares the annual budget, and monitors fund allocation.
- Identifies staffing needs; selects, trains and assigns staff to agency programs; coordinates in-service education, staff development and training programs; evaluates staff performance.
- Establishes and monitors ongoing consumer information services.
- Consults with staff and local and state agencies regarding community health programs, educational methods and materials, legislation, etc.
- Performs special projects or administrative tasks as required.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Public Health Education or a related field.

EXPERIENCE:

Five years of progressively responsible professional experience in Public Health, Education or a closely related field

Substitutions: A Master's degree in Public Education or a closely related field may be substituted for the education requirement, and up to two years of the experience requirement. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Public Health Educator
Senior Public Health Educator
Public Health Education Chief

*Effective: October 1990
Revised: April 2019*