

## Job Description

Job Title: Community Information Coordinator II      Job Code: 903122/903123      Job Family: Direct Care  
Pay Grade: JC.17.16      FLSA: Exempt/Non-Exempt\*      EEO: Professionals  
Department/Agency: Countywide      Position Number(s): Multiple  
Recommended Position Title(s): Community Information Coordinator, Health Educator

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

### Essential Duties:

- Assesses community needs for awareness and behavioral change related to matters of community health and welfare; conducts needs analysis to determine new and ongoing areas of opportunity that support strategies and initiatives; collects and disseminates information regarding local and national trends and developments; makes recommendations for enhancements and new initiatives; develops operational plans and policies necessary to achieve community health education objectives and services.
- Collaborates with internal stakeholders and community partners to design and develop initiatives, policy recommendations, and informational materials; leads, markets, and promotes new and existing community initiatives to meet community health and welfare goals and objectives.
- Leads implementation of initiatives, including best and evidence based practices, using a variety of strategies and techniques; develops educational materials and programs for community agencies, local government, and state government; conducts presentations as the subject matter expert and disseminates information to a variety of audiences based on community needs or requests; participates in local and statewide coalitions and stakeholder groups.
- Designs and conducts evaluations and diagnostic studies to assess the quality of performance of health education programs; leads and coordinates data collection; analyzes data to evaluate the effectiveness of initiatives and/or policies; makes recommendations for improvements or enhancements to ensure initiatives and/or policies are designed to accomplish desired objectives, outcomes, and performance measures.
- Researches and writes grant proposals to obtain financial and other resources necessary to meet objectives and goals; completes reports to demonstrate fulfillment of grant requirements.

### Supervisory Responsibilities:

- Yes    No   This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

*Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.*

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### Minimum Job Requirements:

**Bachelor's degree in Education, Public Health, Social Work, or a related field** is required. Four (4) years of experience in the area of focus and four (4) years of experience in the collaboration and coordination of initiatives/activities and/or project management are required. **May require KS/MO driver's license, depending on department or agency.**

*Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.*

### Preferred Job Requirements:

**Master's degree in Education, Public Health, Social Work, or a related field** is preferred. Four (4) years of experience presenting information to groups is preferred.

### Education/Experience Substitutions:

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### Physical, Environmental, and Special Working Conditions:

Within sixty (60) days of hire, employees (select DHE and EMS positions) must produce proof of immunization, proof of immunity, proof that immunization is medically contraindicated, submit a written objection to immunization based upon a sincerely held religious belief, or receive vaccination for the following: Measles, Mumps, and Rubella (MMR); Tetanus Diphtheria and Acellular Pertussis (TDAP); and Varicella (Chickenpox).

All County employees may be called upon to assist other departments in a declared emergency situation.