

**DEPARTMENT:** NIAGARA COUNTY PUBLIC HEALTH  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** MARCH 19, 2026

**PUBLIC HEALTH SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for utilizing data analytics to develop, assist in implementing, and educating the public about a broad variety of public health programs. An employee in this class will assume a variety of duties including data collection and analysis as well as preparing and presenting public health information for diverse audiences. The work is performed under the general direction of the division director with wide leeway permitted for the exercise of independent judgment in accordance with rules, regulations, policies, procedures, and laws. The incumbent does not exercise any supervision over others. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Utilizes data analytics to develop a public education program focused on the assigned public health initiative(s);
2. Identifies and applies appropriate methods for collecting, analyzing, and interpreting quantitative and qualitative data from a variety of sources in support of public health initiatives;
3. Evaluates educational needs of a community by distributing questionnaires, conducting informational sessions, and maintaining on-going contact with community service agencies, social service agencies and private businesses for the purposes of ascertaining health education needs;
4. Conducts group and individual wellness promotion/disease prevention activities;
5. Plans and directs workshops, forums and discussion groups to promote public health and health education;
6. Prepares and distributes educational and informational materials and conducts training and presentations to schools, community service professionals, and agencies in the community;
7. Prepares reports including analysis and interpretation of results, presentation of conclusions, and recommendations or summary of findings;
8. Administers surveys and other data collection tools to gather meaningful and actionable data from community members, public health stakeholders and departmental staff;
9. Supports the development, utilization, and maintenance of datasets containing assessment and program data;
10. Completes mandated paperwork necessary to receive State funding for health programs;
11. Travels daily to community events, programs, meetings, and collaborations;
12. When necessary, work is performed outside normal hours in order to attend special events at night and on weekends
13. Participates in department activities as trained and assigned;
14. Supports enforcement of public health laws and regulations;
15. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities;
16. Performs administrative and clerical support when assigned.

**CONTINUED**

## **PUBLIC HEALTH SPECIALIST**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles, practices and techniques of public health education; good knowledge of the basic concepts of biostatistics, epidemiology and demography; good knowledge of the principles, application and techniques of public health surveillance, research design and survey methodology, program evaluation and community engagement; good knowledge of the laws and rules regulating public health education programs; good knowledge of public information and public relations techniques; working knowledge of epidemiology, data collection methods, behavioral and attitudinal surveys; skill in the use of modern office software applications including word processing, spreadsheets, databases, and social media platforms at an acceptable rate of speed and accuracy; skill in the use of social media platforms for public engagement and information dissemination; skill in educational techniques and methods of communication; strong interpersonal and communication skills; ability to prepare public health education material and to translate technical public health information into accessible education materials; ability to communicate effectively both orally and in writing to a variety of audiences; ability to accurately collect, analyze, interpret, and present data; ability to compile and maintain data and prepare reports and program documentation; ability to assess community health education needs; ability to plan, organize, and conduct educational programs and outreach activities; ability to establish and maintain effective working relationships; sound professional judgment; initiative and resourcefulness; integrity; tact and courtesy; commitment to public service and community engagement; willingness to work nights and weekends as required; physical condition commensurate with the demands of the position.

### **OPEN-COMPETITIVE:**

Graduation from a high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation with a Bachelor's degree or higher in public health, epidemiology, statistics, GIS, health education, health science, public health, health promotion, community health or health communications or a closely related field; **OR**
2. Graduation with a Bachelor's degree or higher **AND** one (1) year of full-time paid professional-level work experience in data collection and analysis and/or public health education.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

### **SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license at time of appointment and for the duration of employment.