



## **POSITION ANNOUNCEMENT NEVADA ASSOCIATION OF COUNTIES PUBLIC HEALTH COORDINATOR**

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The recent COVID-19 global pandemic challenged Nevada's public health system in ways that counties could not have imagined prior to March 2020. In response to the pandemic counties stepped up, not only providing much of the local front-line response, but also developing new systems and programs to meet local public health needs and keep Nevadans safe. Working with the State Division of Public and Behavioral Health (DPBH), health districts, county boards of health and health departments, both the strengths and the weaknesses of the current system came to light. Also, during the pandemic addiction recovery and behavioral health needs were exacerbated, including the impacts of the opioid epidemic on Nevadans and the specific public health challenges connected to the opioid epidemic. To address these needs, the Nevada Association of Counties (NACO) is excited to announce the recruitment for the position of Public Health Coordinator. This is a new position that is funded through a two-year grant from the Nevada Division of Public and Behavioral Health (DBPH) and the Center for Disease Control and Prevention (CDC). The person hired will provide support and coordination to Nevada's rural counties to assist them in building public health capacity. The position will also support public health efforts related to opioid addiction and recovery in all counties. The ideal candidate must be a public health professional with strong communication, collaboration, and analytic skills. The minimum qualifications for this position include a bachelor's degree in the health sciences, public administration, social sciences or closely related field and three years of experience in the health/social sciences or related field which involved analysis of public health data, identification of public health needs, and the development of public health reports, policies, and programs. An equivalent combination of education and experience may suffice, and knowledge of Nevada's public health system is preferred.

*The salary range for the Public Health Coordinator position is \$69,000 to \$85,000. NACO contributes to the Public Employees Retirement System (PERS) and pays 100% of employee health benefit premiums. Also, as a governmental organization NACO employees are eligible for the Public Service Loan Forgiveness Program. The position is located in Carson City, Nevada and requires a moderate amount of in and out of state travel. To apply, email a resume, letter of interest and completed [application](#) to [info@nvnaco.org](mailto:info@nvnaco.org) by August 17, 2021. Please include in your letter of interest an explanation of why you would be a good fit for the position and examples of specific skills and accomplishments. NACO is an equal opportunity employer. This position is grant funded through June 2023 and will end at that time.*

### **ABOUT NACO**

Founded in 1924 the Nevada Association of Counties is a non-profit, non-partisan, quasi-governmental agency whose members are 16 of Nevada's counties. Counties are general purpose governments encompassing both unincorporated and incorporated areas and serving all Nevada residents. NACO has a staff of four including: Executive Director, Deputy Director, Natural Resources Manager, and Office Manager. The NACO office is in the historic Ormsby-Rosser House. The Ormsby-Rosser House was constructed in 1862 and is located 5 blocks from the State Capitol and Legislative Building. More information about NACO can be found at [www.nvnaco.org](http://www.nvnaco.org).



## **JOB DESCRIPTION**

### **NEVADA ASSOCIATION OF COUNTIES**

### **PUBLIC HEALTH COORDINATOR**

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**FLSA Status: Exempt**

**DEFINITION:** The person in this position serves under general supervision of the NACO Executive Director and the NACO Board and will provide support and coordination on public health initiatives and services in Nevada’s counties.

**DEFINITION OF POSITION:** This is a single position responsible for the duties outlined in this job description. An employee in this position is “at-will”, serving at the pleasure of the NACO Executive Director.

**REPRESENTATIVE DUTIES:** The duties listed below are examples of the work that will be expected of the NACO Public Health Coordinator. The Coordinator may be assigned duties which are not listed here:

In Nevada’s rural counties –

- Assess county COVID and opioid recovery needs including current gaps and strengths in public and behavioral health programs;
- Share best practices and provide technical support for public health and behavioral health programming in rural counties by working with county leadership and staff, the State, community health nurses and other stakeholders;
- Provide analysis on existing programs and services, and whether there may be opportunities to grow, restructure, regionalize or stand up new public health services and behavioral health/addiction recovery programs;
- In consultation with Nevada’s counties, support public health needs by drafting detailed proposals to grow, regionalize, restructure or stand-up county public health or behavioral health/addiction recovery programs including providing detail on proposed structure, staffing, desired outcomes and metrics, and identification of available or existing funding sources to ensure sustainability and avoid future unfunded mandates to counties;
- Support counties by coordinating with and acting as a liaison to and between the State, NACO Board, and other counties on public health or behavioral health/addiction recovery programs and needs; and
- Analyze statewide and national geographic, demographic, socioeconomic, public health utilization, public health, status indicators, community health profiles, and public health resources data;
- Help coordinate meetings, conduct research, and provide reports and analysis to achieve any of the above goals.



Support and coordinate with Clark and Washoe counties on public health infrastructure as needed.

This position is grant funded through June 2023 and will end at that time.

**QUALIFICATIONS FOR EMPLOYMENT:  
Knowledge, Skill and Ability**

*Knowledge of:*

- Public health policies and programs
- Cost/benefit analysis, principles and techniques of data collection and statistical analysis
- Descriptive statistics and research methods utilized to analyze health-related data and implement public health planning activities
- Applicable federal and State public health laws and regulations
- The organization and management of public health agencies and delivery systems
- The principles and rules of administrative law as applied to the regulatory process
- Basic knowledge of government finance and grant development and funding requirements

*Ability to:*

- Analyze proposals to develop public health programs or services to determine if a need is being met and if the proposals are financially feasible;
- Assimilate a large volume of information and write concise, well written, logical summaries of the issues and analytical reports on public health programs, facilities and services;
- Work independently with a heavy workload under the pressure of deadlines;
- Develop and implement program goals and objectives;
- Exchange ideas and information with others to formulate policies and programs and/or arrive jointly at decisions or solutions;
- Establish and maintain cooperative working relationships with county and state elected and appointed officials, county staff, and coworkers as well as those persons or groups who might be impacted by Association decisions;
- Understand trends based on existing data and the application of statistical techniques;
- Perform basic calculations such as computing ratios, rates and percentages to analyze public health-related statistical data;
- Use computer hardware and software to analyze data and prepare reports;
- Write technical documents such as responses regarding public health programs;
- Make oral presentations to provide information or explain procedures and policies pertaining to public health plans;
- Attend and participate in meetings and working groups.

**Special Requirements:** Possession of a valid driver's license or alternative means of travel.

**Experience and Training:** Any combination of training, education and experience that would



provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Bachelor's degree or higher in the health sciences, public administration, social sciences or closely related field and three years of experience in the health/social sciences or related field which involved analysis of public health data, identification of public health needs, and the development of public health reports, policies and programs.

**Physical and Mental/Intellectual Requirements:** The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. Strength and stamina to be sedentary; ability to effectively interpret reports, financial data, and maps; ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing for long periods. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

**Working Conditions:** Work is performed under the following conditions:  
Position functions indoors in an office-type environment where most work is performed at a desk. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.