



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: PT Public Health Information Specialist	Opening Date: November 07, 2024	Application Deadline: Open until filled	Job #: 241101
Department: Public Health Department	Starting Salary: \$36.46 - \$38.46/hr	Location: Bastrop, TX	Travel: Minimal

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: This position performs public health informatics work and communication tasks aimed at improving the health of county residents. Work involves developing and implementing health informatics strategies and managing system implementations. This position will also create and maintain documentation and visual representations as well as develop web-based communication strategies. Additionally, this position will train staff and stakeholders, provide ongoing support, manage projects, and conduct research to innovate public health information solutions.

Knowledge, Skills and Abilities: Must have personal computer skills and ability to learn software packages; have accurate, efficient keyboarding skills; have ability to communicate clearly and concisely, both verbally and in writing; must possess knowledge of health informatics tools and public health principles and practices; ability to proficiently use social media and marketing and create visualizations, web-based content and reporting documents.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, possess a valid Texas Driver's license and conduct business in a professional, courteous manner.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS Job Description

Job Title: Part Time Public Health Information Specialist

Department: Public Health Department

FSLA Status: Non-Exempt

Reports To: Executive Director

SUMMARY: This position performs public health informatics work and communication tasks aimed at improving the health of county residents.

Work involves developing and implementing health informatics strategies and managing system implementations. This position will also create and maintain documentation and visual representations as well as develop web-based communication strategies. Additionally, this position will train staff and stakeholders, provide ongoing support, manage projects, and conduct research to innovate public health information solutions.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from Executive Director of the Bastrop County Public Health Department.
Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- 1. Health Informatics Strategy:**
Assist in developing and implementing health informatics strategies.
Work with public health professionals to understand their communication and technology needs and train colleagues on how to use health informatics systems.
- 2. Document Creation and Management:**
Create public health educational and informational materials for both internal and external audiences.
Ensure that all documents are up-to-date, accurate, and comply with relevant regulations and standards.
Ensure all materials and web-based content are accessible in Spanish and English.
- 3. Web-Based and Application Strategies:**
Develop and implement web-based communication strategies to disseminate public health information.
Create and manage applications for mobile and web platforms to enhance public engagement.
Utilize social media and other digital platforms to promote public health initiatives and resources.
Monitor and evaluate the effectiveness of digital communication strategies and make improvements as needed.
Work collaboratively with public health vendors to assure technology best fits the audience for which it is intended.
- 4. Reporting and Visualization:**
Create grant narratives, stakeholder summaries, and departmental reports.
Develop visualizations to communicate public health information effectively.
Ensure health information is accessible and understandable to stakeholders.
Assist with public health brand development for the department.
- 5. Project Management:**
Manage public health informatics projects from inception to completion.
Coordinate with various stakeholders to achieve project goals.

6. Research and Development:

Conduct research to identify new trends in public health informatics.

Develop innovative solutions to public health challenges.

7. Provides exceptional customer service to County employees and the public.

8. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job-related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license. 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 functions.

Knowledge of:

- Strong analytical and problem-solving skills.
- Health informatics tools.
- Excellent communication and interpersonal skills.
- Public health principles and practices.
- Project management and system implementation.
- Strong writing and material development skills.
- Web development and mobile application design.
- Proficiency in writing and speaking skills in Spanish.
- Personal Computer skills and health information software, including Microsoft Office.
- Proper English and Spanish usage, spelling, grammar and punctuation.
- Standard office policies, procedures, and equipment.
- Bastrop County policies and procedures.

Ability to:

- Proficiently use social media and digital marketing.
- Create visualizations, web-based content and reporting documents.
- Perform multiple tasks simultaneously in a timely manner.
- Communicate clearly and concisely, both verbally and in writing.
- Understand and follow verbal and written instructions.
- Effectively speak to small audiences to convey information.
- Properly interpret, understand and make decisions in accordance with laws, regulations and policies.
- Conduct business with the public in a professional, courteous manner.
- Function independently, exercise good judgment, manage multiple projects, and meet deadlines.
- Work independently in the absence of supervision.
- Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations, reading and writing, operating assigned equipment, and communicating with others.
- Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

- Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations.
- Interpreting federal laws and regulations.
- Effective interaction and communication with others.
- Prepare clear and concise reports as appropriate.
- Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least 2-5 years of combined experience in public health informatics, health communication, and/or health information dissemination. Prefer demonstrated proficiency in Spanish speaking and writing.

Education:

A master's degree in public health, health communication or web-based informatics.

Licensing:

Not applicable.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.