

Number: GR000687

Date: October 11, 2009

A completed TCC employment application must be submitted to Human Resources, Administration Bldg., 444 Appleyard Dr., Tallahassee, FL 32304-2895 or email humres@tcc.fl.edu. Résumés are supplemental to the application. No supporting documents will be accepted after the release of applications to the Hiring Authority. Human Resources hours: 8 A.M.- 5 P.M., Monday- Friday.

Click the link below to access the TCC Staff Application.

www.tcc.fl.edu/about_tcc/human_resources/employment/vacancy_information/tcc_employment_applications

**** APPLICATION DEADLINE: Friday, October 23, 2009 at 5 P.M. ****

If you need an accommodation to participate in the application/selection process, please notify Human Resources (850) 201-8510, TDD (850) 201-8491 or FL Relay 711.

**TITLE: SENIOR HEALTH SERVICES ANALYST/COMMUNITY WATER
FLUORIDATION SPECIALIST**

DEPARTMENT: Department of Health/Division of Family Health Services, Public Health Program

MINIMUM SALARY: \$36,607 annually; additional salary commensurate to education and experience (funding under fiscal year contract between DOH/TCC)

HOURS: 8 a.m. - 5 p.m. Monday - Friday

CONTACT: Human Resources (850) 201-8510, Fax (850) 201-8489, Fax 201-8489 or Website www.tcc.fl.edu

MAJOR FUNCTIONS: The person filling this position will be responsible for collaborating with Department of Health stakeholders, counties, internal and external partners, other departments and other Florida agencies to promote, increase, and sustain state and local Community Water Fluoridation efforts. Participates in and coordinates interdepartmental committees, prepares discussion materials, background papers for distribution to stakeholders, and staffs. Coordinates issue specific workgroups, conferences and roundtable discussions with stakeholders. Analyzes feedback and develops strategies to address issues. Helps to prepare and draft annual plans, spending plans, reports and an annual strategic plan for fluoridation with objectives and timelines. Assists and provides technical assistance to communities statewide in developing and implementing fluoridation action plans. Pursues improvements and enhancements to current data collection techniques and information dissemination strategies through electronic formats. Assists the Oral Health Florida Coalition in implementing State Oral Health Improvement Plan for Disadvantaged Persons strategies. Assists in routine operation of the Public Health Dental Program, seeks grant opportunities and assists in preparation of grant applications. Travel by car to multiple areas of the state to perform training and give presentations, which may on occasion require overnight stays. Performs other duties and responsibilities as assigned or required.

MINIMUM TRAINING/EXPERIENCE: Requires a minimum of an associate's degree in public health or a related area or a certificate in public health and one year of public health experience. Two years of experience in public health may substitute for the required degree or certificate.

SUCCESSFUL APPLICANTS WILL DEMONSTRATE THE FOLLOWING: The person filling this position must demonstrate good leadership, management and interpersonal skills, as well as good research and writing skills, understand contracts, and must be able to produce documents and reports within a deadline. Must be skilled in the use of Microsoft Office applications including Word, PowerPoint, and Excel. Must be able to plan and develop programs and must have the ability to motivate people to act. Demonstrated knowledge of dentistry, dental public health and general health issues. Ability to follow written instructions, communicate effectively verbally and in writing. Ability to plan, organize, and coordinate work assignments and make independent judgments. Ability to work with users of varying technical expertise and have good organizational, public speaking social perception, and problem solving skills. Ability to obtain or have a valid Florida driver's license and have good motor vehicle driving skills as some travel is involved.

PREFERENCE: **Preference will be given to applicants with experience in dental public health and experience with community water fluoridation issues.** Preference will also be given to veterans and their spouses who are eligible under the Veterans' Preference Law. At time of application, submittal of Form DD214 is the minimum requirement for veterans' preference claim.

***** An Equal Opportunity/Affirmative Action Employer *****

Equal Opportunity will be afforded regardless of race, color, religion, national origin, political affiliation, age, an individual's disability, gender, or marital status. All persons are encouraged to apply.