

MONO COUNTY
BARGAINING UNIT: MCPE
SALARY RANGE: 82

Date Revised 7/14/17
FLSA: Exempt

HEALTH PROGRAM MANAGER

DEFINITION

Under general direction, plans, organizes, coordinates, conducts and evaluates one or more public health programs through a multidisciplinary team approach. Performs public health nursing duties in offices, clinics, community settings, and homes, and other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the lead level in the Public Health Nursing class series. Incumbents in this class hold a Public Health Nurse (PHN) certificate, manage the largest, most complex programs, and may supervise subordinate staff.

REPORTS TO

Public Health Director or designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise or provide lead training under the direction of the Public Health Director.

Public Health Nurse I/II/III

Public Health Nursing Professional

Community Health Outreach Specialist

Fiscal Technical Specialist II/III/IV

EXAMPLES OF DUTIES

Duties may include but are not limited to the following: Plans, organizes, conducts and evaluates one or more public health program; develops and/or adapts public health programs in coordination with the California Department of Public Health (CDPH) and granting agencies; assesses individual and community health needs to direct program services; prepares appropriate reports; coordinates any necessary committees in the program area using a multidisciplinary team approach; represents the Health Department on committees as necessary; advocates with leadership groups and elected leaders for the advancement of public health policy through community collaboration; plans and implements ongoing information updates with medical providers, hospitals, community based agencies, social and health service agencies, educational agencies, and the community as related to the programs; communicates local health needs to community leaders, agencies and the public; assist in program budget development and management; identifies, plans and directs staff in-service training and education; and supervision of subordinate staff.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office, school, or institutional environment; exposure to communicable diseases and bio-hazardous waste; frequent contact with staff and the public. Incumbents may be required to drive in remote areas of the County in all weather conditions.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The principles and practices of public health administration.
- Specifics of assigned program area.
- Program planning and development.
- Health education methods and materials.
- Principles and practices of public relations and group dynamics.
- Community agencies and resources.
- Funding sources, program evaluation, and fiscal management.
- Principles of employee supervision and personnel practices.

Ability and willingness to:

- Apply the principles and techniques of community organization.
- Coordinate activities and secure support of diverse community groups.
- Plan, coordinate, and implement an effective countywide education program.
- Stay current with technical information related to the program.
- Speak effectively to diverse audiences of professionals and the public.
- Develop and deliver training for professional staff.
- Prepare reports, program policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships.
- Use computers.
- Maintain confidentiality.

Training and Experience:

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

- Experience in Public Health or Public Administration is highly desirable.
- Possession of a Bachelor's degree in Public Health, Public Administration, Nursing or a related field.
- Post-graduate coursework in Public Health, Public Administration, or a related field.

Special Requirements:

Possession of a valid California Driver's License.

Possession of an active Registered Nurse (RN) license and Public Health Nurse (PHN) certificate through the California Board of Registered Nursing.