



FLSA: EXEMPT
EEO: 2
AUGUST 2022

PUBLIC HEALTH PROGRAM MANAGER- GRANTS MANAGEMENT

DEFINITION

Under direction of the Director of the Public Health Department, serves as a Program Manager, performing management, administrative and supervisory duties in relation to the planning, implementation, and oversight of both Clinical and non-clinical grant programs for the Public Health Department for the County of Amador. This includes, but is not limited to, staff supervision, program development, program implementation, program monitoring and evaluation, and program service coordination. The incumbent is a member and works collaboratively with the Public Health Department's management/supervisory team.

DISTINGUISHING CHARACTERISTICS

This is the first line program manager in the Public Health Department management class series. Responsibilities for this class differ from Public Health Supervisor in that the incumbent is required to provide management, administrative and supervisory services to a distinct function within the Public Health Department; to assist the Director of the Public Health Department in planning, developing, and managing public health programs; and, responsible for timely and accurate reporting to funding sources.

REPORTS TO

Director of the Public Health Department

CLASSIFICATIONS SUPERVISED

Any staff or contractors assigned to programs and grants directly under the program manager classification.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Keeps Public Health Director fully updated and informed of all critical issues related to the program.

- Directs, manages and supervises the activities of assigned staff including hiring, orientating and training in collaboration with the Public Health Director.
- Collaborates with the Public Health Director in planning, assigning, and reviewing the work of the clinical and non-clinical services staff, insuring coverage of day-to-day operations, the assignments of program objectives and activities, and the delivery of assigned deliverables from grant programs, and required reporting to the State.
- Assists in budget preparation and administration of the program. Monitors and reports to the Public Health Director on the status of the budget.
- May conduct employee performance evaluations in consultation with the Director of Public Health.
- Provides guidance and support in the professional development of staff.
- Collaborates with the Medical Director in the planning, development and implementation of clinical operations.
- Seeks additional funding resources, prepares and plans grant applications.
- Prepares and/or approves program work plans and management, productivity, and funding reports in a thorough and timely basis for program management purposes and for all program funding sources.
- Assists the Director of Public Health in assessing community needs, setting program priorities, and developing a plan of action to meet those needs.
- Develops policies and procedures for the program and ensures compliance and continuous quality improvement through regular monitoring and reports.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and methods of administrative supervision, staff development, and training.
- Program development principles, including the design and implementation of community needs assessments, planning, and implementation.
- Grant application and reporting processes.
- Community organizations' activities, other county departments' functions, and other resources pertinent to the operation of the program.
- Application of quality assurance and program evaluation.
- Legislative and administrative rules and regulations pertaining to public health operations.

Ability to:

- Effectively counsel staff in the performance of their duties.
- Assist in budget preparation and administration.
- Design and implement program evaluation strategies to account for outcomes.
- Interpret, apply, and explain Federal and State laws, rules, and regulations governing Public health programs and services.

- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Deal tactfully, respectfully, and courteously with the public and other county staff.
- Make public speaking presentations before groups and organizations.
- Maintain the confidentiality of administrative, personnel, and clinical information.
- Effectively represent Amador County Public Health Department with public and community organizations.

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 office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment and in meetings in the community; some out of town travel required; continuous contact with staff and the public.

TRAINING AND EXPERIENCE

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

Education

Possession of a Bachelor's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration, or a closely related health professional field is preferred.

Experience

Four (4) years of progressively responsible experience in grant writing, reporting and health program administration, at least one (1) year of which shall have been with major responsibility for a significant program such as is normally found in a health institution or organization.

SPECIAL REQUIREMENTS

Possession of valid California Driver's license issued by the California Department of Motor Vehicles.