



FLSA: EXEMPT  
EEO: 2  
SEPTEMBER 2022

## **PUBLIC HEALTH PROGRAM MANAGER**

### **DEFINITION**

Under direction of the Director of Public Health, serves as a Program Manager, performing management, administrative and supervisory duties in relation to the planning, implementation, organization and oversight of an identifiable program or programs within the department of Public Health. This includes, but is not limited to: staff supervision, program monitoring and evaluation, and program service coordination. The incumbent is a team member and works collaboratively with the Health Department's management/supervisory team.

### **DISTINGUISHING CHARACTERISTICS**

The Public Health Program Manager is a supervisory classification within the Public Health Department that is responsible for overall administration of an assigned identifiable program or programs within the Public Health Department. Assist the Director of Public Health in planning, developing, and managing Public Health Department programs. Program duties may be performed by County staff, Community Based Agencies or Contracted services. The Program Manager is also responsible for the oversight of timely and accurate evaluation and reporting to funding sources, in collaboration with other team members. Also completes yearly staff performance reviews and/or contract agency evaluations. Is a team player.

### **REPORTS TO**

Director of Public Health

### **CLASSIFICATIONS SUPERVISED**

Any staff or contractors assigned to programs including Outreach Technicians, Outreach Specialists, Program Coordinators, and Health Educators.

### **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 their programs and staff.

- Directs, manages and supervises the activities of assigned staff, orienting and training, and conducting performance evaluations.
- May assist in budget preparation and administration of the program(s).
- Conducts employee performance evaluations, may handle disciplinary actions, and provides guidance and support in the professional development of staff.
- Monitors current community organization or agency contracts for completion of scope of work.
- Implements disciplinary action when necessary in consultation with the Director of Public Health.
- 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 and Amador County Stakeholders 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 through regular monitoring and reports.
- Works in collaboration with other Public Health Program Managers, including cross-training to have working knowledge across Department programs.

## **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 of work plans and budgets.
- 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.
- 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 objects 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**

Equivalent to a bachelor's degree from an accredited four-year university with major coursework in public health, public administration, business administration, or a field related to the program(s) to which assigned.

#### **Experience**

Three (3) years of experience providing professional level administrative, management support or professional level experience in the programmatic area(s) to which assigned.

### **SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid California Driver's License and a satisfactory driving record.