



CLASSIFICATION NO. 534  
Established: 3/18  
FLSA: Exempt  
EEO: 2

## **PUBLIC HEALTH PROGRAM MANAGER, SENIOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, implement, develop, evaluate, and manage public health services and programs, managed care activities, contract services, and administrative and strategic operations; to participate in management team planning and budget activities; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Public Health Division within the Health, Housing and Human Services Department assists individuals, families and communities to be healthy, safe and thrive. The Division's services are provided through these program areas: Infectious Disease Control and Prevention, Healthy, Clean and Safe Places, Environmental Health, Access to Care and the Center for Public Health Advancement. The Division provides nursing health assessments and case management, nutrition education and counseling, immunization assurance and vaccine management, communicable disease surveillance, monitoring and case management, tobacco and opioid prevention and education, inspection of restaurants, pools, daycares and schools, emergency medical and preparedness oversight and planning, population health surveillance and assessment and planning, policy recommendation and proposals, and vital records management. In addition, the Division leads the community in implementing the Community Health improvement plan and supports community partnerships and engagement around health issues.

The Public Health Program Manager, Senior is responsible for planning, implementing, coordinating, and overseeing the provision of health education and/or service delivery within various public health programs. Incumbents assure compliance with federal and state statutory requirements for multiple programs within Public Health and assist the Division Director in the development and implementation of public health policy and program plans.

The Public Health Program Manager, Senior reports to the Public Health Division Director. The Public Health Program Manager, Senior differs from the Public Health Program Manager as the former may act on the behalf of the Director, oversees multiple programs, and has the responsibility to exercise direction and full supervision over the Public Health Program Managers leading those programs.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops, manages, and prioritizes program needs for Public Health to meet State, Federal, and funder requirements; plans, reviews, evaluates, and coordinates the development of program plans and operations.

2. Hires and directs supervisory and professional staff to ensure effective program operations and provide quality service to citizens; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
3. Acts on behalf of the Division Director on assigned projects, issues and in the Director's absence; serves as point person on key strategic initiatives; provides policy interpretation and policy direction to division management team.
4. Plans program initiatives and operations; monitors program activities; conducts quality assurance audits; works with Public Health Program Managers to evaluate program outcomes and effectiveness; works with staff to identify and seek funding opportunities to enhance current programs or develop new sustainable and aligned programs.
5. Participates as a member of Public Health's management team; assists in developing policy, supporting quality improvement activities, developing and implementing strategic plans and community health improvement plans; may serve in leadership role in emergency response for H3S and the County's Emergency Management System.
6. Works closely with Division Director and Division management on budget development; manages program budgets and adjusts as needed; monitors program and grant funding; establishes accounting procedures to monitor expenditures and revenues.
7. Develops, negotiates, and monitors agency subcontracts for professional health care and other general contracted services; ensures contract compliance and resolves contract violations; monitors fiscal performance; reviews legal issues and forwards to County Counsel for action if necessary.
8. Participates in state and local organizations and task forces to promote and coordinate public health programs; serves as liaison with other County departments and divisions, government agencies and community groups.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of public health administration, including health care reforms, public health modernization, program planning, budget, grant, contracts, and personnel management; development, implementation, and evaluation of public health programs and systems; applicable Federal, State, and local statutes, regulations, and rules; participative management theories.

Working knowledge of: Research methodologies; techniques of data collection, reporting and analysis; basic applications of management information systems; office equipment, including personal computers and software programs.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; develop and implement management and administrative policies; prepare and justify budget requests and grant proposals; interpret and apply pertinent provisions of Federal, State and County statutes, rules and regulations; organize, direct, train, evaluate and discipline supervisory, professional, technical and support

staff providing indirect and direct health care services; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; develop and maintain effective working relationships with County personnel, other agencies, community groups, and the public; prepare clear and concise reports; operate office equipment, including personal computers and software applications.

### **WORKING CONDITIONS**

May be required to participate in after-hours emergency and communicable disease on-call support.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.