



CLASSIFICATION NO. 528

Established: 1/93

Revised: 12/07, 1/14, 10/23

FLSA: Exempt

EEO: 2

## **PUBLIC HEALTH PROGRAM MANAGER**

### **CLASS CHARACTERISTICS**

Under direction, to plan, implement, coordinate and evaluate public health services and programs to supervise professional and paraprofessional personnel; to coordinate and engage with community partners to advance public health and safety; 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 is responsible for planning, oversight, evaluation, and provision of health education and/or service delivery within various specialized public health programs. This position assures compliance with federal and state statutory requirements for programs such as the Women, Infants and Children (WIC) nutrition supplement program, Title V Maternal Child Health Program, Immunizations, Tobacco Prevention and Education Program, Title X Reproductive Health Program, School Based Health Centers, Food Handling and Sanitation. Incumbents have considerable responsibility to develop policies, implement program changes and generally supervise daily program activities through indirect supervision.

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

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Plans, assigns, and directs the work of professional and paraprofessional personnel and students to ensure effective program operations; determines staffing needs, makes work assignments, and monitors employee performance.
2. Develops, recommends and implements program policies and procedures; ensures services are rendered according to legal and professional standards and in compliance with local, state and federal law; manages annual program reviews; completes community assessments; participates in and leads quality improvement processes.
3. Plans program initiatives and operations; monitors program activities; conducts quality assurance audits; evaluates program outcomes and effectiveness; researches community health care needs and available resources; plans and implements new programs and program changes.
4. Assists Division Director in development of budget; manages the fiscal operations for assigned programs and staff; manages the implementation of fiscal procedures; controls expenditures of administrative and program funds; monitors program budgets and prepares reports.
5. Prepares grant applications and administers grant funds; researches available grant funds and programs; monitors expenditures and collects data to prepare regular grant reports; serves as liaison to granting agency.
6. Hires and supervises supervisory, professional, and paraprofessional staff to provide quality service to citizens and County staff; 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 and external stakeholders.
7. Participates as a member of the division's management team; assists in development of division goals, policies and strategic planning; serves in leadership role in emergency response for H3S and the County's Emergency Management System.
8. Participates in state and local organizations to promote and coordinate Public Health care services; serves as liaison with other County departments and divisions, government agencies and community groups.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and techniques of public administration, including program planning, budgeting and personnel management; participative management theories; principles and practices of assigned health care program; Medicaid billing procedures; applicable Federal, State and local statutes, regulations and rules; health care program policies and procedures needs of individuals with limited economic and social resources.

Skill to: Communicate effectively, both orally and in writing; plan, supervise and evaluate the work of assigned staff; evaluate program requirements and initiate program management decisions independently, following general Division and budget guidelines; direct staff in continuous efforts to improve quality, productivity and effectiveness incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with community health care professionals,

County employees, clients 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 seven (7) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Positions within Environmental Health may require registration as an Environmental Health Specialist or licensure as a Sanitary Engineer or Public Health Engineer by the State of Oregon.
- Some positions may require special certification depending on assignment.

### **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.

Edited: 3/18