

JOB DESCRIPTION: **PUBLIC HEALTH PROGRAM MANAGER**DATE: **1/1/2023**

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Public Health	CLASSIFICATION:	499
SUPERVISOR:	Director, Public Health	SALARY RANGE:	E06
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Serve in a leadership role to plan, organize, and manage the maternal and child health programs, clinic services, and communicable disease control program. Responsible for program planning, budgeting, development, implementation and evaluation as well as staff management. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other related duties may be assigned.

Plan program initiatives and operations; monitor program activities; conduct quality assurance audits; evaluate program outcomes and effectiveness; research community health care needs and available resources; plan and develop programs with an emphasis on prevention and health promotion, and access to clinical preventive services.

Administer and supervise nursing program areas and assigned staff including but not limited to communicable disease control, maternal and child health services, family planning services, home visit programs, and immunizations.

Plan, schedule, and coordinate work of program staff, to include assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action when necessary. Handle employee complaints and effectively recommend on hiring and dismissal decisions.

Analyze services and health data and incorporate results into program planning and implementation. Participate in evaluation of activities. Document results of and changes in program operations. Develop, recommend and implement program policies and procedures; ensure services are rendered according to legal and professional standards and in compliance with local, state and federal law; manage annual program reviews; complete community assessments; participate in and lead quality improvement processes.

Oversee County-led communicable disease prevention and education activities, including annual exclusion of under-vaccinated children from schools and day cares. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Develop in home visiting programs; assure compliance with professional, county, and state standards. Participate in regional public health modernization projects and complete related communicable disease control and prevention activities. Evaluate program using public health metrics and local public health data.

Participate in state and local organizations to promote and coordinate Public Health care services; serve as liaison with other County departments, government agencies and community groups.

Assist Department Director in development of budget; manage the fiscal operations for assigned programs and staff; manage the implementation of fiscal procedures; oversee expenditures of administrative, grant and program funds; monitor program budgets.

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Participate in local, regional and state public health meetings. Liaise with various programs at the Oregon Health Authority, including but not limited to the Acute and Communicable Disease Program, STD Program, and Tuberculosis Program.. Represent the County on the Conference of Local Health Officials' Communicable Disease Committee and Access to Care Committee.

Attend department and interagency meetings related to assigned programs and services.

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross-training may occur. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

Follow all safety rules and procedures established for work areas. Comply with all policies and procedures. Ensure staff compliance with same.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervise employees, including communicable disease staff, the School Immunization Coordinator and others as assigned. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, recommending on hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the Public Health Director.

SUPERVISION RECEIVED: Works under the general direction of the Public Health Director who provides policy and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master's Degree in public health, behavioral, social or health science or related field. At least three years' increasingly responsible experience in a closely related field. A Bachelor's degree with sufficient additional experience will be considered. RN license highly preferable. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be considered. Minimum of two years of supervisory experience to include planning, supervising and evaluating the work of assigned staff.

Experience in Public Health programs, community engagement, collaboration and partnership development in health systems, government or community-based organizations. Experience managing major, highly complex inter-divisional and interagency strategic programs and projects involving multiple jurisdictions, multiple disciplines, and/or community groups. Experience in quality improvement, process improvement, and performance measures planning and implementation. Experience in grant funding and project management. Experience in engaging a community, promoting health prevention strategies and marketing health programs.

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SPECIAL LICENSES, CERTIFICATIONS: Possession of a valid driver's license and an acceptable driving record. Registered Nurse license highly preferred.

KNOWLEDGE, SKILL AND ABILITY: 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 programs; applicable federal, state and local statutes, regulations and rules; health care program policies and procedures to meet the needs of individuals with limited economic and social resources.

Skill in organization and project management; use of software applications and programs; preparing and delivering reports as required. Skill working with marginalized populations, evaluating populations at health risk, identifying best practice interventions and implementing interventions through community engagement and resources.

Ability 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 departmental and budget guidelines; direct staff in continuous efforts to improve quality, productivity and effectiveness; 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.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands while in the office are usually minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds. Field activity and participation in program events or disaster response requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc., as well as the need to occasionally lift and move objects up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usually work in a general office environment. Position is required to participate in after-hours emergency and communicable disease on-call support. Position is potentially subject to call back due to emergency situations. Working hours may be extended and highly stressful during an emergency situation.

The performance of field work may require walking over various terrain or other hazards and exposure to all weather conditions. Travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at nighttime or on weekends or in inclement weather to participate in meeting, program events or to respond to public health emergencies.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in

the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

*Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.*