



MONO COUNTY
Date Revised: 10/2023

BARGAINING UNIT: At-Will
Salary Range: 14

HEALTH AND HUMAN SERVICES

Health Program Manager

DEFINITION

Under the direction of the HHS Department Director the incumbent plans, prepares, implements, monitors and controls staff assignments, service delivery and budgets of assigned public health programs through a multi-disciplinary approach. Develops and maintains professional and mutually beneficial relationships with other managers, staff and community members to ensure the delivery of quality services. The Health Program Manager is an at-will position.

SUPERVISION RECEIVED AND EXERCISED

This position recognizes a senior level of administration and management oversight. The incumbent oversees and manages multiple complex programs and supervises assigned subordinate staff. This position reports directly to the Health and Human Services Deputy Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties shall include, but are not limited to, the following.

- Nurse Program managers require a background skill set that encompasses both health and administrative/leadership ability.
- Maintain daily operations of assigned staff and programs.
- Maintain and update policies, procedures and protocols to be consistent with all regulations and compliance standards.
- Demonstrate excellent verbal and written communication skills.
- Establish administrative and clinical standards for nurses and para-professionals.
- Act as a senior-level liaison with other staff, departments, community organizations and volunteers
- Monitor budgets, contracts, and regulatory compliance for assigned programs.
- Set priorities and prepare schedules for timely completion of service delivery tasks and assignments.
- Assumes responsibility for the overall quality of nursing services provided by assigned programs.
- Coordinate and monitor staff development programs for assigned staff including in-service trainings, continuing education and online opportunities.
- Demonstrate a strong attention to detail and organizational planning.
- Ability to lead and motivate individual staff and teams.
- Actively participate as a member of the Department executive team and participate in strategic planning, policy development, and legislative analysis.



- Provides Deputy Director and fiscal staff with input to the preparation of annual Division budgets; justifies fund requests and staff allocations; ensures that budget is administered within Division approved expenditure and revenue levels, as requested by the Deputy Director.
- Establishes and maintains liaison with representatives of State, Federal, and local agencies, and associations and commissions, as requested by the Deputy Director.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The principles and practices of public health administration.
- Principles and practices of basic supervision and management, employee development, and personnel development.
- Public funding, budget preparation.
- Employee development goals and practices.
- Community agencies, needs and resources.
- Program planning and development.
- Health education methods and materials.
- Principles and practices of public relations and group dynamics.
- Funding sources, program evaluation, and fiscal management.

Ability to:

- Plan, organize, direct, coordinate and evaluate the activities of multi-disciplinary management, professional, and clerical staff involved in complex and comprehensive programs.
- Interpret rules and regulations.
- Analyze situations accurately and adopt an effective course of action; speak and write effectively.
- Make oral and written presentations clearly and concisely.
- Enlist the cooperation of and work effectively with community organizations, government agencies and others.
- Work effectively with county board of supervisors.
- Establish goals and objectives and follow through on their attainment.
- Apply the principles and techniques of community organization.
- Develop and deliver training for professional staff.
- Prepare reports, program policies, and procedures.
- Maintain confidentiality.
- Work with various cultural and ethnic groups in a tactful and effective manner.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

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

- Public Health Nurse (PHN) certificate.



- Experience in Public Health or Public Administration is highly desirable.
- Possession of a bachelor's degree in Public Health, Public Administration, Nursing, or a related field.
- Post-graduate coursework in Public Health, Public Administration, or a related field.
- Nursing experience in a public health setting is highly desirable.

License or Certificate:

Possession of, or ability to obtain, a California driver's license.

Possession of an active Registered Nurse (RN) license through the California Board of Registered Nursing is required.

Disaster Service Workers: All Mono County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and / or County.

Additional Requirements:

Travel, including driving, within and outside of Mono County will be required for meetings and training.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel and drive to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is usually performed in an office, school, or institutional environment; exposure to communicable diseases and bio-hazardous waste; frequent contact with staff and the public. While performing the duties of this job, the employee is occasionally exposed to outside/mountain weather conditions. The noise level in the work environment is usually quiet.