

# **LINN COUNTY CLASSIFICATION PUBLIC HEALTH PROGRAM MANAGER**

**NUMBER: 741**  
**PAY RANGE: 26**  
**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER NUMBER: 2021-147**  
**DATE: JUNE 15, 2021**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Direct the planning, management and evaluation of Public Health services including environmental health, health promotion, maternal child health, WIC, communicable disease screening, investigation and follow-up, HIV and immunizations including influenza. Supervise Public Health supervisors. Monitor trends in Public Health science and practice and provide direction for local program/service improvements. Provide financial and budgetary management for the Public Health and Environmental Health programs in accordance with state and local laws and ordinances. Promote Public Health programs with other departmental and community partners.

SUPERVISION RECEIVED: Works under the general direction of the Health Services Administrator who outlines administrative policies, broad program objectives and goals, budget, etc. A person in this classification is expected to function with significant independence in the development of programs, activities, methods and procedures. Work is reviewed and evaluated for effectiveness and adherence to established policies and objectives.

SUPERVISION EXERCISED: Responsible for supervision of supervisors and provide oversight to staff assigned to Public Health and Environmental Health programs. Assign responsibilities, provide direction, advise and consult on problems and interpretations of laws and regulations; participate in the selection of new personnel and assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Direct the planning, development, operation and evaluation of Public Health and Environmental Health services.
2. In collaboration with the Health Services Administrator, provide leadership in the Department planning process including the identification of community health needs.
3. Assist in the preparation of program budgets and grants, monitor budget expenditures; participate in the selection of personnel.
4. Monitor program and contracted services to insure compliance with statutory responsibilities, State Administrative Rules, and state program assurances for nursing practice, agency licensing, public health and environmental health.
5. Supervise the program personnel, establish performance standards; assist staff in developing work plans and delegate personnel responsibilities as appropriate; perform Merit System Evaluations on employees directly supervised.

6. Prepare reports of program results on all Environmental Health services and direct staff in the financial management of the program. Services include: on-site sewage disposal evaluations, solid waste management, community health hazard surveys, water supply evaluation and monitoring, food service inspections, environmentally related disease investigations, complaint investigations and health education activities.
7. Provide oversight for preparing necessary reports which document services provided and which assess achievement of program goals and objectives.
8. Develop, maintain and assure strong relationships with community partners and stakeholders around public health and environmental health issues.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Expert knowledge of the philosophies, principles and practices of public health and environmental health. Thorough knowledge of statutes and administrative rules which govern community health operations, as well as, those which define public health. Considerable knowledge of administrative principles associated with budgeting, employee supervision, personnel management and program planning. Ability to supervise and train professional staff and support personnel; effectively utilize consultation and team approaches on program assessment, development and management; develop and maintain effective working relationships with staff, agency personnel and the public.

EXPERIENCE, EDUCATION AND TRAINING: Six years Public and/or Environmental Health experience with a minimum of two years of management or supervisory experience in this field. Bachelor's Degree in public health or related field; or any satisfactory combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Appropriate licenses, registration or certification may be required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear; sit stand and walk, bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.