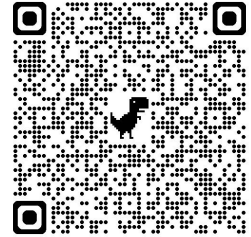




Project Manager/ Office Manager 3



LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code: 048

AVAILABLE POSITION

Project Manager/Office Manager 3 Public Health Program (Classification 048) Management/Exempt Full Time (37.5 hours/week) position

ESSENTIAL FUNCTIONS:

Linn County Environmental and Public Health is recruiting a motivated and experienced Project Manager to lead initiatives that enhance public health outcomes in Albany and surrounding areas. The ideal candidate will possess a strong background in project management, exceptional communication skills, and a deep understanding of public health principles. This position will also have two direct reports and manage the front desk team.

- Assign, supervise, and provide back-up for office tasks, including reception, data processing, typing, filing, and ordering supplies.
- Participate in the selection and orientation of new personnel, and provide for supervise training, performance evaluation, performance coaching and discipline, and response to grievances.
- Provide oversight for staff compliance with the current federal, state, county and departmental regulations, administrative rules, and policies.
- Work as part of a Program supervisory team, developing internal procedures, monitoring staff productivity, ensuring coordination among work teams, developing quality improvement strategies, and support other Operational and Quality Assurance functions as needed.
- Assist the Program Manager and other Supervisors in the preparation of reports, grant applications, and other documents, including data gathering and tracking performance objectives.
- Assist the Program Manager in developing budget projections and monitoring revenue and expenses. Ensure accuracy of Program personnel timesheets, assist in monitoring employee leave utilization.
- Oversee the planning, implementation, and evaluation of public health projects and programs.
- Collaborate with internal teams, community partners, and stakeholders to identify public health needs and develop targeted interventions.
- Develop project timelines, budgets, and performance metrics to ensure successful outcomes. Facilitate regular meetings and communication with team members and external partners to ensure alignment and progress.
- Monitor and report on project performance, making adjustments as necessary to meet goals.
- Ensure compliance with all local, state, and federal regulations related to public health initiatives.
- Stay informed about public health trends and best practices, integrating new knowledge into program development.

MINIMUM QUALIFICATIONS:

Associate degree in business administration or related field with major coursework in budgeting, computerized accounting systems, human resources, or project management; at least four years of progressive office management experience performing in a high-level professional office environment including supervision of staff, financial or budget administration, project management experience and basic human resources operations. Proficient and demonstrated experience in the use of Microsoft Office products, standard accounting computer software and standard office equipment or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. A bachelor's degree in business administration or related field, municipal budgeting experience, experience in local government; working knowledge of Oregon employment laws is preferred. Valid Oregon Driver's License and an acceptable driving record.

SALARY, BENEFITS, COMPENSATION:

Linn County employees say their benefits play a large role in what makes the County such a great place to work. We offer competitive benefit plans.

- Medical, Dental, and Vision Benefits
 - Family plans are less than \$15 per month
- Vacation and Floating Days
- Paid Holiday Time
 - 10.5 paid holidays
- Sick & Bereavement Time
- Employee Assistance Program (EAP)
- County Paid Life and Long Term Disability Benefits
- Longevity Incentive
- Public Service Loan Forgiveness
- Public Employee Retirement System (PERS)
 - Fully Paid by County

We offer a Work/Life Balance with our work week is 37.5 hours. With our reduced schedule, it allows for a healthier work life balance.

For a full list of our benefits, please visit our Benefits webpage: [Benefit Summary](#)

SALARY RANGE	\$4,981 - \$6,269 Monthly
CLOSING DATE:	Open until filled
HOW TO APPLY:	www.linncountyhealth.org

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

A copy of the Job Classification for this position as well as the Employment application may be obtained from the Linn County Board of Commissioner's Office, Room 201, Linn County Courthouse, PO Box 100, Albany, OR 97321; at the Oregon Employment Division Office in Albany, or online at <http://www.co.linn.or.us>.