



Linn County Department of Health Services

PO Box 100, Albany, OR 97321

Toll Free (800) 304-7468 | TTY/Oregon (800) 735-2900

www.co.linn.or.us/health

"Working together to promote the health and well-being of all Linn County residents"

AVAILABLE POSITION

PUBLIC HEALTH PROGRAM MANAGER (LCDHS Classification 741) Management Full Time (37.5 hours/week) position

ESSENTIAL FUNCTIONS:

The Public Health Program Manager is responsible for providing leadership, program management and program development in support of all Linn County Public Health programming. This leadership position is responsible for developing and overseeing all public health care programming, including program administration, finance, program development, personnel and short and long range planning. Key functions/responsibilities include, but are not limited to:

- Assisting in the preparation of program budgets and grants, monitoring budget expenditures
- Developing, reviewing and updating program policies and procedures; reviewing patient records and consulting with the Health Officer on special cases; conferring with nursing personnel on case management and treatment problems;
- Hiring, evaluating and supervising of Public Health program staff;
- Evaluating quality of patient care
- Working with allied agencies in the development and implementation of public health programming and increasing the general public's awareness and understanding of public health issues;
- Preparing reports and proposals that enhance public health service offerings to all Linn County residents

MINIMUM QUALIFICATIONS:

- Demonstrated leadership capabilities, skill and experience
- Thorough knowledge of public health programming, public health related state/federal law/administrative rules and public health administration, including budgeting, program management and evaluation; training and supervision of staff.
- Demonstrate sound judgment in making decisions about personnel, fiscal and administrative functions/responsibility
- Ability to gather and synthesize program data and write clear and concise reports, clinical evaluations and professional correspondence.
- Ability to communicate effectively with small and large audiences as well as the general public.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

A copy of the Job Classification for this position as well as the Employment application may be obtained at the Oregon Employment Division Office in Albany, or online at <http://www.co.linn.or.us>.

- Master's Degree from an accredited institution of high education with major study in nursing, human services, public administration, or related field (A Master's Degree in public health, public/health administration is preferred. If a registered nurse or nurse practitioner, must demonstrate current licensure in the State of Oregon.) Five years of increasingly responsible public health experience, including supervisory and program planning, community health and public health preparation; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work.

SALARY, BENEFITS, COMPENSATION:

Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation, and sick leave, options for medical, dental, and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules, 37.5 hour work week, and more. Current salary range and total compensation (depending on qualifications):

SALARY RANGE: **\$5442 - \$6871/Monthly**

CLOSING DATE: **November 30, 2016 or until filled**

HOW TO APPLY: Submit Linn County Employment Application, Resume, and Cover Letter to:
Angela Johnson
Linn County Department of Health Services
PO Box 100
Albany, OR 97321
hsrecruiting@co.linn.or.us

APPLICATION: <http://www.co.linn.or.us/Jobs/empapp.htm>