

LINN COUNTY CLASSIFICATION

TITLE: PUBLIC HEALTH PROGRAM MANAGER

NUMBER: 741

APPROVAL ORDER

PAY RANGE: 22

NUMBER: 2000-447

CATEGORY: MANAGEMENT/EXEMPT

DATE: November 8, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plan, monitor and supervise the County Public Health programs, provide overall program development, formulate and monitor specific program procedures and services; perform administrative duties and provide skilled professional nursing care.

SUPERVISION RECEIVED: Works under the general direction of the Health Services Administrator who outlines administrative policies, broad program objectives and goals, budget, etc. The incumbent 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: Exercises direct supervision over professional, technical, allied health and volunteer staff professionals. May also supervise clerical support staff. 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 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. Develop specific health care programs, including administrative and medical procedures; organize and schedule activities; assign and supervise personnel.
2. Assist in the preparation of program budgets and grants, monitor budget expenditures; participate in the selection of personnel.
3. Develop, review and update program procedures and protocols; review patient records and consult with physicians on special cases; confer with nursing personnel on administrative case management and treatment problems; participate in formulating medical standards.
4. Supervise professional nursing; allied health professionals; and may supervise support staff. Evaluate quality of patient care; identify needs and reorganize procedures for improvement; direct staff orientation and in-service training; perform Merit System Evaluations on employees directly supervised.
5. Work with allied agencies in the development and implementation of programs; participate in programs to increase public awareness and understanding of public health issues; develop educational materials.

6. Prepare necessary reports which document services provided and which assesses achievement of program goals and objectives.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

9. Other duties as assigned.

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

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of public health nursing; public health programs and public health administration. Thorough knowledge of laws and regulations pertinent to the delivery of nursing services; considerable knowledge of planning, community development and team building techniques. Considerable knowledge of administrative principles associated with budgeting, program management and evaluation; ability to train and supervise staff. Ability to discern appropriate program direction, develop and implement comprehensive plans and administer programs effectively. Ability to use sound judgment in making decisions about difficult programs and administrative problems. Ability to comprehend and interpret laws, rules and regulations. Ability to gather and synthesize program data and write clear and concise reports, clinical evaluations and correspondence. Ability to communicate in public speaking. Ability to establish and maintain effective working relationships with staff, peers, agency representatives and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Five years of increasingly responsible public health nursing experience, including supervisory and program planning responsibilities. Graduation from a Baccalaureate Degree program in nursing and community health and public health preparation; nurse practitioner or Master's Degree in nursing or public health desirable; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid license to practice as a Registered Nurse in Oregon plus a valid vehicle driver's license and an acceptable driving record at the time of appointment.

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.