

## **PUBLIC HEALTH PROGRAMS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for administering, implementing and overseeing operations of county public health programs. This is accomplished through coalition building with identified partners, across community service agency and programs. Responsible for identifying population based health needs and facilitating program planning, development, implementation and evaluation within the agency and with community partners, to address these needs. Policy development and implementation is conducted. Work is performed under the direction of the Public Health Director. Supervision is exercised over professional and support staff working in public health programs. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only):** Administers public health and other grants by researching available funding sources, writing and managing grants and submitting action plans, providing budget justifications and other reporting requirements. Researches, plans, develops, implements and evaluates community based education programs. Facilitates interagency communication and collaboration to promote positive outcomes; Gathers data and submits reports to Federal or State regulating agencies. Interprets and implements State and Federal regulations relating to designated programs. Performs the duties required in regulation for all assigned programs. Assigns, reviews and evaluates the work of subordinate staff. Writes press releases and articles. Responds to public inquiries regarding public health issues. May conduct public health training and presentations community service professionals and agencies in the community. May attend relevant trainings.

**FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principals and practices of the agency and public health program administration. Good knowledge of community organizations and service providers, current public health issues, problems and concerns within the community. Good knowledge of public information and public relations techniques. Good computer and internet skills. Ability to formulate a local government needs assessment for program areas. Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to public health. Ability to monitor budgets, operating reports and a variety of other reports relative to program activities. Must have excellent oral and written communication skills. Ability to establish and maintain effective working relationships with individuals, families and professionals with tact and courtesy. Ability to plan and supervise the work of others. Must possess superior judgement. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited college or university with a Master's degree in Public Health, Health Administration, Health Education or related health field AND one year of experience in Public Health; OR
- B. Graduation from a regionally accredited college or university with a Bachelor's degree or higher

in Public Health, Health Science, Wellness and Fitness, Community Health, Human Services, Education or related field AND two (2) years of full time experience in Public Health.

C. An equivalent combination of training and experience as defined by the limits of (A) & (B).

**NOTE:** Eligibility for appropriate New York State Driver's license at time of application. Valid NYS Driver's license at time of appointment and maintained during employment.

Approved 7/10/17