

## **PUBLIC HEALTH PROGRAM DIVISION CHIEF**

### **DEFINITION**

Under general direction of the Public Health Director, to plan, organize, and supervise the functions, services, and programs of the Plumas County Health Services Division; to be responsible for the development and evaluation of health education and outreach programs and services; to provide Administrative leadership; to represent Health Services with state, local and community organizations and other government agencies; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This position has responsibility for the supervision and coordination of Public Health Program Division in the County Health Services Department. The incumbent works closely with the Public Health Director in the development and administration of public health programs.

### **REPORTS TO**

Public Health Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Health Education Coordinator, Community Outreach Coordinator, Health Education Specialist, various technical, fiscal and clerical support staff and other program or contracted staff.

## **Public Health Program Division Chief – 2**

### **EXAMPLES OF DUTIES**

- Develops, administers, and evaluates the functions of the Public Health Program Division in consultation with the Director.
- Assists with recruitment, staffing and selection of personnel.
- Supervises, trains, and schedules staff.
- Establishes health education standards.
- Provides leaderships, and consultation to staff in the resolution of difficult questions or problems.
- Assists with the development of several program plans.
- Works with State Department of Health services.
- Develops policies and procedures.
- Prepares and develops in coordination with the Department Fiscal Officer and the Agency Director, the budget and monitors financial reports.
- Provides training and education for community organizations.
- Acts as liaison with community groups, and State and local agencies.
- Analyzes and makes recommendations regarding the effectiveness of programs.
- Participates in policy development and implementation.
- Develops grant proposals.
- Manages grants compliance.
- Conducts community assessments and presentations.
- Provides prevention services.
- Implements specific health programs or program components.
- Provides records and reports to Department and other authorized agencies.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and writing communication; use of office equipment including computers, various media & educational tools, telephones, calculators, copiers and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Modern methods of assessing, planning, designing and evaluation of Health programs.
- Federal, State and local laws, regulations, policies and standards pertaining to public health.
- Community organization and development principles and practices.
- Methods and techniques for providing training and education to individuals, groups and the community.
- Methods of program monitoring and evaluation.
- Budget development and control.
- Principles of supervision, training, and employee evaluation.

### **Ability to:**

- Plan, organization, develop and implement public health education and prevention programs and services.
- Assign, schedule, supervise and evaluate staff.
- Develop budgets and control expenditures.
- Develop and implement prevention education, and public health programs for staff and community groups.
- Perform a variety of Public Health Assessments and intervention services.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Effectively represent the Public Health Services in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

### **Training and Experience:**

Five (5) years experience in public health, community health, or health education programs, which must have included at least (2) years of management responsibility, program planning, administration and supervision.

Graduation from a recognized college or university with a Master's Degree in Public Health, Community Health, Communications, Community Development, Business or a related field.

Job related experience may be substituted for educational requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Example of Duties" in this job description.

**Public Health Program Division Chief – 4**

**Special Requirements:** Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles. Possession of a Certified Health Education Specialist (CHES) certificate.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.