

County of Shasta

<http://agency.governmentjobs.com/shasta/default.cfm>

Invites Applications for the Position of

PUBLIC HEALTH PROGRAM MANAGER

Health and Human Services Agency

Public Health Branch



Approximate Monthly Salary:

\$5,220 - \$6,663

Final Filing Date: May 30, 2011

ABOUT THE POSITION

Under the direction of a Director or Deputy Director, the Public Health Program Manager will provide leadership in organizing and directing a branch of the Health and Human Services Agency (HHS) and perform related work as required.

This existing vacancy is a management position in the Public Health Branch of the HHS. The incumbent is responsible for planning, supervising, evaluating, and monitoring health promotion programs or administrative functions, which requires a considerable knowledge of state, federal, or other guidelines specific to the respective programs. The position is a key member of the Branch's Leadership Team. Special skills and/or experience may be required relative to the duty assignment. Individual duty assignments in this position may include the following divisions: Healthy Communities; Healthy and Safe Families; Children's Health Services; and Communicable Disease and Emergency Preparedness.

As a key member of the Branch's Leadership Team, the position will provide vision and leadership to staff and the department; proactively work towards achieving organization-wide goals; demonstrate program, fiscal, and contractual accountability; be a confident self-starter who is goal oriented; possess excellent interpersonal and team building skills; motivate staff and foster a climate of mutual respect; demonstrate excellent verbal and written communication skills; and develop and nurture relationships with key community partners.

The Public Health Branch of the HHS has a strong strategic commitment to healthy eating and physical activity as strategies to promote health and prevent chronic disease. This Public Health Program Manager will oversee grant funds and staff directly working in school-based nutrition and physical activity programs, healthy community promotion, community mobilization, health equity, and the Healthy Shasta Community Initiative to combat childhood obesity.

This branch manager position requires broad public health experience with population-based prevention strategies that promote good nutrition, physical activity, and healthy community design.



SALARY & BENEFITS

Salary:	\$5,220 - \$6,663 approximate monthly.
Retirement:	PERS 2% at 60 plan, coordinated with Social Security. The 7% Employee Paid Member Contribution for PERS retirement is paid by the employee.
Expense Allowance:	\$100.00 Annually (Management).
Vacation:	10 days/year first 3 years; 15 days/year 4-9 years; 17 days/year 10-15 years; 20 days/year 16 years and thereafter.
Administrative Leave:	80 hours per year .
Sick Leave:	12 days per year with a generous pro rata payoff at retirement or termination after 5 years of service.
Holidays:	12 days per year.
Insurance:	Medical and dental plan with County paying for most of the employee cost and a portion of dependent cost, a vision plan, a fully-paid life insurance policy and long-term disability plan.
Other:	Deferred Compensation plan, direct deposit, IRC Section 125 plan, and credit union membership available.



EMPLOYMENT STANDARDS & QUALIFICATIONS

EMPLOYMENT STANDARDS: Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Public Health practices and administration; Functions and services of local community agencies and organizations and community resources specific to the duty assignment; Leadership, management, supervision, and training; Programs and issues related to population-based community health and prevention activities; *Healthy People 2020* and its successor guidelines to national public health goals; Program management, including development, oversight, proposal and grant writing, budget preparation, fiscal monitoring, program supervision and program evaluation; Principles of staff training, coaching, mentoring, and staff development.

Ability to: Demonstrate leadership in community-based prevention activities; Organize, motivate, and utilize strong verbal and written communication skills to involve stakeholders in addressing public health issues and in advocating for policy and system changes to improve the community's health; Gain the support and cooperation of public officials, community groups, and agencies relative to public health concerns; Focus on prevention, results and population health outcomes, and exercise initiative, ingenuity, and sound judgment in identifying and solving difficult or sensitive administrative or community problems; Think strategically and set and carry out goals and objectives; Plan, implement, and evaluate health programs and intervention strategies in areas specific to the duty assignment, and make program changes in response to program evaluation to most effectively improve community health priorities; Work collaboratively and effectively with local and state agencies, community groups, medical communities, and public news media, and Public Health staff, including addressing problems of a sensitive and/or political nature; Train, motivate, and effectively direct and evaluate the work of supervised staff; Prepare clear, concise recommendations, reports and plans; Direct or assist in the development of funding for health promotion efforts, including grant and request-for-proposal writing; Actively support and promote the Department's mission and its population-based health outcomes orientation.

These standards are typically attained with three (3) years of progressively more responsible experience supervising, managing, or administering public health or related programs, and a minimum of a Bachelor's Degree in community or public health, nursing, health administration, or a field closely related to the area of assignment. For an administrative assignment, a degree in accounting, business, public administration, or other closely related field may be accepted. A Master's Degree with specialization in Public Health, Health Business, or Public Administration, or a health related specialty is highly desired and may be substituted for two years of experience. Depending on the duty assignment, the position may require a specific license and/or certification.

Special Requirements: Possession of a valid California driver's license. **Special consideration will be given to those applicants possessing a valid Registered Dietitian certification.**

OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act, California Fair Employment and Housing Act, or other relevant laws to perform the essential functions of the position.
- The County has adopted a mandatory drug and alcohol testing policy for all individuals offered employment. All individuals offered employment with Shasta County must pass a pre-employment physical examination that includes drug and alcohol testing. **The Shasta County Health and Human Services Agency is a tobacco, alcohol, and drug free workplace.**
- In accordance with Government Code Section 3100, County employees, in the event of a disaster, are considered disaster workers and may be asked to respond accordingly.

ABOUT SHASTA COUNTY

Shasta County covers a large geographic area that includes rivers, lakes, and mountains that offer an abundance of recreational opportunities. An eight-mile river trail, numerous community parks, a local museum alliance and continuous community events contribute to the quality of life. Sacramento is 160 miles to the south and the coast is 150 miles to the west. Shasta Lake, located just a few miles north of Redding, is a play land for water sports enthusiasts and vacationers. Lake Shasta offers 365 miles of shoreline and plenty of opportunities for hiking, mountain biking, fishing, sightseeing and wildlife viewing. Shasta County, the jewel of upstate California, offers a lifestyle that blends the best of rural and urban features. Please see our website for more information concerning this wonderful place to live, play, and work.



REQUIRED SUPPLEMENTAL QUESTIONS

We are looking for candidates with a Bachelor's Degree and three years, or a Master's Degree and one year of progressively responsible experience as noted in the "Qualifications" section on the previous page. Please provide the following information:

I received a Bachelor's Degree in the following field: _____

I received a Master's Degree in the following field: _____

Do you possess a Registered Dietitian certificate? Yes No

If yes, please provide your registration number and expiration date. _____

Provide a detailed explanation of the following, including number of years experience and organization names:

1. Your experience and/or education as it relates to the field of nutrition and physical activity.
2. Your experience supervising, managing, or administering public health or related programs.
3. Your experience providing performance evaluations for staff.
4. Your experience working with budgets.
5. Your experience writing and managing grants.



APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and the required supplemental information until 5:00 p.m., May 30, 2011. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as, "See/Refer to Resume," or "See Attached."*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a new list. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Arrangements may be made to accommodate applicants with disabilities.

Applicants are encouraged to apply on-line at <http://agency.governmentjobs.com/shasta/default.cfm>

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

**Shasta County Personnel
1450 Court Street, Room 348 Redding, CA 96001-1676
(530) 225-5515**