

IMPERIAL COUNTY

CLASS TITLE: HEALTH PROMOTION MANAGER

BASIC FUNCTION:

Under the direction of the Director-Public Health, plan, organize and direct Health Promotion programs, operations and activities including the delivery of community services to prevent disease and promote physical health and mental efficiency; coordinate communications, personnel, budgets and information to enhance community health and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct Health Promotion programs, operations and activities including the delivery of community services to prevent disease and promote physical health and mental efficiency; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, personnel, budgets and information to enhance community health and assure smooth and efficient activities; direct assigned federal, State and County health programs; participate in the development and implementation of Health Promotion programs, services, projects, strategies, goals, objectives, functions, systems and activities; prepare annual and multi-year plans.

Supervise and evaluate the performance of assigned personnel; interview applicants and recommend employee selections, transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; provide for proper staff training.

Direct and participate in the development and implementation of outreach and health education activities to facilitate and enhance community knowledge of various health issues, measures, programs, services, goals, objectives and information; prepare and deliver oral presentations to community groups, agencies and the public to promote community health.

Develop and prepare the annual preliminary budget for Health Promotion; prepare and administer individual program budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare applications for new and renewable grants; assure billings for State contracts and grants are submitted in appropriate format.

Provide consultation to administrators, personnel, outside agencies and the public concerning Health Promotion operations, activities and services; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning community health and related issues, laws, codes, standards, goals, objectives, strategies, rules, regulations, practices, policies and procedures.

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Monitor and evaluate programs and services for effectiveness and operational efficiency; provide recommendations concerning program effectiveness and the development and implementation of programs, services and procedures to enhance effectiveness, operational efficiency, and capacity to meet community health needs.

Provide technical information and assistance to the Director concerning Health Promotion programs, services and related issues, needs and activities; assist in the formulation and development of policies, procedures and programs; evaluate new and existing programs and determine feasibility, eligibility and funding availability as directed.

Monitor, evaluate and adjust services in response to community health education needs; establish and maintain partnerships with outside agencies to facilitate and enhance support and resources for community health and health education programs and services.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to community health; assist in modifying programs, functions and procedures to assure compliance with local, State and federal requirements as needed; update staff concerning new legislation.

Attend community and technical workshops and meetings to represent the Public Health department and remain current regarding new laws and programs; review legislation pertaining to health activities and update staff as needed.

Direct and participate in the preparation and maintenance of various records, reports and files related to programs, services, community health, grants, personnel, budgets, financial activity and assigned duties; prepare mandated reports in accordance with established time lines and requirements.

Communicate with personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; prepare, distribute and respond to a variety of correspondence.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Assure adequate resources to meet Health Promotion and related community health needs; monitor staffing needs and initiate recruitment activities as appropriate.

Attend and conduct various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Management of Health Promotion programs, operations and activities including the delivery of community services to prevent disease and promote physical health and mental efficiency.

Principals and practices of public health administration.

Laws pertaining to the practice of public health in California, including causes, treatment, prevention and early detection of communicable diseases, chronic diseases, handicapping conditions, mental illness and other disabling conditions.

Statistics including concept and application.

Current public health issues and related preventative, remedial and awareness measures and strategies.

Public health competencies.

Oral and written communication skills.

Policies and objectives of assigned program and activities.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Principals and practices of administration, supervision and training.

Budget preparation and control.

Public speaking techniques.

ABILITY TO:

Plan, organize and direct Health Promotion programs, operations and activities including the delivery of community services to prevent disease and promote physical health and mental efficiency.

Coordinate communications, personnel, budgets and information to enhance community health and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Participate in the development and implementation of Health Promotion programs, services, plans, projects, strategies, goals, objectives, functions, systems and activities.

Direct and participate in the development and implementation of outreach and health education activities to facilitate and enhance community knowledge of various health issues, measures, programs, services, goals, objectives and information.

Monitor, evaluate and adjust services in response to community health education needs.

Prepare and deliver oral presentations.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public administration or related field and two years experience working with community health, health education or related programs and services.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.