

**Mono County Bargaining  
Unit: MCPE  
Range: 80 / 82**

**FSLA: Exempt  
Revised:8/31/2023**

**HEALTH PROGRAM MANAGER  
Registered Nurse (RN) / Public Health Nurse (PHN)**

**DEFINITION**

Under general direction, plans, organizes, coordinates, conducts and evaluates one or more public health programs through a multidisciplinary team approach. Performs public health nursing duties in offices, clinics, community settings, and homes, and other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the lead level in the Public Health Nursing class series. Incumbents in this class hold a Registered Nurse license, manage the largest, most complex programs, and may supervise subordinate staff.

**REPORTS TO**

Health and Human Services Director or his/her designee

**CLASSIFICATIONS DIRECTLY SUPERVISED**

May directly supervise staff or provide lead direction as assigned

**DAILY FUNCTIONS AND DUTIES INCLUDE** *(The following is used as a partial description and is not restrictive as to duties required.)*

**Duties may include but are not limited to the following:**

Plans, organizes, conducts and evaluates one or more public health program; develops and/or adapts public health programs in coordination with the California Department of Public Health (CDPH) and granting agencies; assesses individual and community health needs to direct program services; prepares appropriate reports; coordinates any necessary committees in the program area using a multidisciplinary team approach; represents the Public Health Division on committees as necessary; advocates with leadership groups and elected leaders for the advancement of public health policy through community collaboration; plans and implements ongoing information updates with medical providers, hospitals, community based agencies, social and health service agencies, educational agencies, and the community as related to the programs; communicates local health needs to community leaders, agencies and the public; assist in program budget development and management; identifies, plans and directs staff in-service training and education; and supervision of subordinate staff.

**TYPICAL PHYSICAL REQUIREMENTS**

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

**TYPICAL WORKING CONDITIONS**

Work is usually performed in an office, school, or institutional environment; exposure to

communicable diseases and bio-hazardous waste; frequent contact with staff and the public. Incumbents may be required to drive in remote areas of the County in all weather conditions. All Mono County employees are Disaster Service Workers in the event of a disaster.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- The principles and practices of public health administration.
- Specifics of assigned program area.
- Program planning and development.
- Health education methods and materials.
- Principles and practices of public relations and group dynamics.
- Community agencies and resources.
- Funding sources, program evaluation, and fiscal management.
- Principles of employee supervision and personnel practices.

### **Ability and willingness to:**

- Apply the principles and techniques of community organization.
- Coordinate activities and secure support of diverse community groups.
- Plan, coordinate, and implement an effective countywide education program.
- Stay current with technical information related to the program.
- Speak effectively to diverse audiences of professionals and the public.
- Develop and deliver training for professional staff.
- Prepare reports, program policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships.
- Use computers.
- Maintain confidentiality.

### **Training and Experience:**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

- Public Health Nurse (PHN) certificate
- Experience in Public Health or Public Administration is highly desirable.
- Possession of a bachelor's degree in public health, Public Administration, Nursing, or a related field.
- Post-graduate coursework in Public Health, Public Administration, or a related field.
- Nursing experience in a public health setting is highly desirable.

Special Requirements: Possession of a driver's license valid in the United States. Possession of an active Registered Nurse (RN) license through the California Board of Registered Nursing.

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