

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PROGRAM MANAGER - HEALTH PROMOTION
CLASS CODE: 3122

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: LEAD

EFFECTIVE DATE: 10/20/2014 (REPLACES 2/2/2012 VERSION)
DEPARTMENT: HEALTH

JOB SUMMARY

Under general guidance and direction of the Health Promotions Director, performs professional health education activities in Utah County. This lead-performance level oversees programs and provides training and leadership to Health Education Technicians and Health Educators.

ESSENTIAL FUNCTIONS

Schedules and coordinates the work of personnel assigned to the program; provides training and ensures work is completed accurately and efficiently; monitors performance and provides input for performance appraisals and staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Prepares and writes grants to secure funding for health promotion programs; monitors funds and conditions of awarded grants to ensure compliance is maintained and funding continues; submits reports and other documentation as required.

Represents the Health Department on committees and boards that develop public health education policy, codes, rules, laws, and regulations.

Serves as an expert resource in the Health Promotion Program; standardizes program planning procedures; recommends policy implementation and program changes to the division director; coordinates activities with state, federal, and local agencies.

Performs all duties of Health Education Technicians and Health Educators as needed to ensure effective operation of the division and/or assigned program(s) including designing, implementing, and evaluating school curricula, clinic education, and community classes, multimedia and Web 2.0 initiatives, etc.; participates in car seat checks and serves as a wellness coach as assigned.

Responds to public health emergencies as required by the department or division administration; carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

ADDITIONAL ESSENTIAL FUNCTIONS SPECIFIC TO ASSIGNMENT

Tobacco Prevention and Control / Health Promotion Programs

Oversees the budget and expenditures for multiple tobacco programs (i.e. compliance checks, community collaboration, Centers for Disease Control, Master Settlement Agreement).

Attends tobacco hearings / compliance check hearings for stores that illegally sold tobacco during a compliance check and follows up to ensure assessed fines get paid.

CLASS TITLE: PROGRAM MANAGER - HEALTH PROMOTION

CLASS CODE: 3122

PAGE 2

Coordinates with the Division of Environmental Health on alleged complaints of the Utah Indoor Clean Air Act to ensure proper enforcement of state law.

Oversees and provides leadership for other health promotion programs as assigned.

Electronic Resources / Public Information

Assesses and coordinates the Health Department website for education, information dissemination, and interactive needs for all Health Department divisions and programs.

Develops comprehensive information and education pages on the website based on the needs of Utah County clients and the department.

Performs as backup for the Public Information Officer when needed including establishing mechanisms for tracking and monitoring message dissemination and exposure, media coverage, audience reaction and feedback; and changing communication issues and practices.

Oversees and provides leadership for other health promotion programs as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Basic Knowledge of: Supervisory techniques.

Considerable Knowledge of: Program planning, implementation and evaluation, health education theory and principles; the principles of human behavior modification; public health terminology, methodology, organization, and practices.

Basic Skill in: Website development software (depending on assignment).

Ability to: Establish and maintain effective relationships with those contacted during the course of work activities; write technical reports, develop curriculum, make presentations, and objectively evaluate program effectiveness; supervise and provide leadership in a team environment.

PHYSICAL DEMANDS

Regularly: Sits at a desk or table; walks, stands, or stoops; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is generally performed in an office or other environmentally controlled room, but is occasionally performed for sustained periods outdoors which may include hot, cold, or inclement weather. Work occasionally exposes incumbent to contagious or infectious diseases and may occasionally require the use of protective devices such as masks, goggles, and/or gloves.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

Bachelor degree in a field related to community health, health promotion, or public health and five (5) years of health education work experience. Equivalent combinations of education and experience may also be considered.

CLASS TITLE: PROGRAM MANAGER - HEALTH PROMOTION
CLASS CODE: 3122
PAGE 3

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent must obtain, and thereafter maintain, certification as a Certified Health Education Specialist (CHES) during the probationary period for new hires or during the trial period for promoted County employees. Incumbent must successfully complete Basic Public Information Officer Training within one (1) year of employment in this classification.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.