



# Program Manager – Health Promotion

## Job Description

Department: Health  
Position: Career Service  
Grade: 723  
Supervisory: Yes  
Reports to: Health Promotions Director

### Summary

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

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
2. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
3. Evaluate performance and conduct performance appraisals.
4. Prepare and submit grants to secure funding for health promotion programs.
5. Ensure compliance with awarded grant activities and requirements for continued funding; monitor conditions of awarded grants submit reports and other documentation, as required.
6. Assist Division Director with annual budget preparation, ongoing monitoring of program revenues, expenditures, and material replacement needs.
7. Represent the Health Department on committees and boards that develop public health education policy, codes, rules, laws, and regulations.
8. Serve as an expert resource in the Health Promotion Program; standardize program planning procedures; recommend policy implementation and program changes to the Division Director; coordinate activities with state, federal, and local agencies.
9. Ensure effective operation of the Division and/or assigned program(s); design, implement, and evaluate school curricula, clinic education, community classes, and multimedia and Web 2.0 initiatives; perform duties of Health Education Technicians and Health Educators, as needed.
10. Participate in car seat checks and serve as a wellness coach, as assigned.

### For Office Use Only

Job Code: 3122  
Job Title: Program Manager – Health Promotion  
FLSA: Non-Exempt  
Effective Date: 8/4/2022  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

11. Respond to public health emergencies as required by the department or division administration; carry mobile phone or other emergency communication devices during work hours and at other times when unavailable by phone.
12. During times of emergency or pandemic, job duties may be modified as needed, and may be significantly different from primary duties.

#### **Additional Essential Functions Specific to Assignment**

##### Tobacco Prevention and Control / Health Promotion Programs

1. Oversee budget and expenditures for multiple tobacco programs (*i.e.* compliance checks, community collaboration, Centers for Disease Control, Master Settlement Agreement).
2. Attend tobacco hearings / compliance check hearings for stores that illegally sold tobacco during a compliance check; follow up to ensure assessed fines get paid.
3. Coordinate with the Division of Environmental Health regarding alleged complaints of the Utah Indoor Clean Air Act to ensure proper enforcement of state law.
4. Oversee and provide leadership for other health promotion programs, as assigned.

##### Electronic Resources / Public Information

1. Assess and coordinate Health Department website for education, information dissemination, and interactive needs for Health Department divisions and programs.
2. Develop comprehensive information and education pages on the website based on the needs of Utah County clients and the department.
3. Serve as backup for the Public Information Officer when needed; establish mechanisms for tracking and monitoring message dissemination and exposure, media coverage, audience reaction and feedback, and changing communication issues and practices.
4. Oversee and provide leadership for other health promotion programs, as assigned.

#### **Knowledge, Skills, and Abilities**

- Knowledge of supervisory techniques
- Knowledge of program planning, implementation, and evaluation
- Knowledge of health education theory and principles
- Knowledge of human behavior modification principles
- Knowledge of public health terminology, methodology, organization, and practices
- Skilled in basic website development software (depending on assignment), including basic website design, content creation, website administration and vendor coordination
- Skilled in grant writing and reporting requirements
- Skilled in budget preparation
- Ability to monitor grant and program expenditures and revenues
- Ability to establish and maintain effective relationships with those contacted during the course of work activities

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- Ability to write technical reports, develop curriculum, make presentations, and objectively evaluate program effectiveness
- Ability to supervise and provide leadership in a team environment
- Ability to develop and present educational courses

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

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. Work occasionally exposes the incumbent to high-stress situations including contact with the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. Incumbent works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file, and lift supplies or objects up to thirty (30) pounds. The employee frequently drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

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**Required Education and Experience**

1. Bachelor's degree in a field related to community health, health promotion, or public health.
2. Four (4) years of work experience in health education.
3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Incumbent must obtain, and thereafter maintain, certification or licensure as one of the following during the probationary period for new hires or during the trial period for promoted County employees:
  - a. Substance Use Disorder Counselor (SUDC) License
  - b. Social Service Worker (SSW) License under the Mental Health Professional Practice Act (UCA 58-60)
  - c. Certified as a Prevention Specialist (CPS)
  - d. Certified as a Health Education Specialist (CHES)
  - e. Certified in Public Health
2. Incumbent must successfully complete Basic Public Information Officer Training within one (1) year of employment in this classification.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.
4. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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