

COMMUNITY HEALTH SERVICES MANAGER

NATURE OF WORK

This is responsible administrative and supervisory work directing the implementation, operation and evaluation of public health services delivered by a multi-disciplinary staff.

Work involves public health administrative work directing the delivery of comprehensive health services in both primary care and public health in a full service environment. Work also involves assessing, planning, organizing and directing community health service operations; and performing on-going analysis of operations to ensure that the needs of the community are met. An employee in this class exercises considerable independent judgment and personal initiative in executing assigned duties. Supervision is received from the Health Director with work being reviewed in the form of reports, conferences and overall effectiveness of divisional programs. Supervision is exercised over subordinate professional and support staff employees.

EXAMPLES OF WORK PERFORMED

Plans, organizes, supervises and manages comprehensive public health programs; assesses program needs and existing/projected capabilities; oversees a system of services to meet program and community needs, as well as to ensure compliance with laws, regulations and professional standards.

Prepares, reviews and monitors divisional budget; assists in developing and monitoring goals, objectives, policies and priorities; allocates resources accordingly.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload and administrative support systems; identifies opportunities for improvement; directs the implementation of changes.

Prepares and submits funding proposals, planning documents and program effectiveness reports; prepares and justifies budget requests; and analyzes and interprets proposed and enacted legislation and regulations.

Participates in division program planning and policy formulation; assists in establishing goals, as well as evaluating and coordinating the overall operation of the division.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles and methods involved in administering comprehensive community health, public health nursing and health service programs.

Extensive knowledge of the principles and practices of health service administration and program management

Extensive knowledge of the principles of disease prevention and control as well as individual, family and community health interventions.

Extensive knowledge of human service agencies within the community as well as services

provided by those agencies.

Ability to make professional and administrative decisions within the framework of departmental policy.

Ability to present ideas concisely and effectively, both orally and in writing.

Ability to plan, assign and coordinate the work of professional and support personnel.

Ability to plan, formulate and execute community health programs.

Ability to establish and maintain effective working relationships with coworkers, subordinates, public officials and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a Masters degree in public health, health services administration, business administration, public administration, nursing or related field plus extensive experience in the delivery of community public health services as a nurse, health educator or health administrator that includes direct program management; and considerable experience in an administrative or supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university supplemented by a Masters degree in public health, health services administration, business administration, public administration, nursing or related field and considerable experience in an administrative or supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

10/79
Title Change: 12/02
Revised: 5/04

PS3669