GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: MAY 5, 2014
REVISED: JUNE 25, 2014
CLOSING DATE: JULY 9, 2014

DEPARTMENT: **Health & Emergency Services**

POSITION: **Health Services Program Manager**

LOCATION: **Globe & Payson**

JOB CODE: **14-035**

ANNUAL SALARY: **$48,927.00-$68,498.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to evaluate, train as needed, and delegate the Public Health Nurses' tasks according to their skills and core competencies to promote and protect the health of populations using knowledge from nursing, social, and public health sciences.

This position implements, promotes, and evaluates programs, delegates staffing, develops policies and procedures, oversees the budgets, and submits proposals for funds through grants. Other responsibilities include overseeing communicable disease investigations and performing public health nurse duties during staff shortages.

SUPERVISORY RESPONSIBILITIES

Assigns work to other employees and supervises related activities.

Schedules work hours of employees, evaluating performance of employees, handling employee grievances, employee coaching, employee training and granting time off.

Provides recommendations on employee promotions, employee salary increases, employee disciplinary actions, and discharging employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Oversees and manages planning, development, and implementation of county health programs	10%
• Evaluates work in progress in order to anticipate problems, evaluate program needs, and recommend and implement appropriate actions	10%
• Hires, supervises, and monitors assigned personnel, which includes authorizing timesheets and leave requests	10%
• Coordinates and delivers staff orientation, in-service education, and development as determined by learning needs of health personnel; prioritizes and assigns tasks based on staff competencies	10%
• Assesses and identifies health care requirements of community; researches and applies for grants	10%
• Coordinates, implements, and evaluates nursing and medical programs component of county health programs, which includes development of nursing policies and procedures and evaluating programs for quality assurance	10%
• Develops and monitors health program budgets in order to make fiscal and staffing recommendations	10%
• Develops Health Services marketing strategies, writes media releases, and makes public speeches	10%
• Performs other duties as assigned	10%

BUDGET RESPONSIBILITIES

Provides research support on county-wide level budget; reviews, edits, and provides recommendations for department level budget; reviews and presents department level budget.

PROJECT RESPONSIBILITIES

Provides resource management based on pre-approved allocation for projects involving: organizational development, organizational planning, quality assurance, process improvement, technology projects, human resources projects, and employee training & development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues on a daily basis, explains County procedures on a daily basis, responds to public inquiries on a weekly basis, participates in meetings on a monthly basis and gives presentations on a monthly basis.

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WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memo on a daily basis, formal letter on a weekly basis, emails on a daily basis, press releases on a weekly basis, proposals and grants on a mothly basis and reports on a mothly basis.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's in Nursing with Master's Degree preferred

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

5 years experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

Licensed RN - Arizona Board of Nursing, CPR - American Hearth Association and Red Cross Certification.
Must have current finger print card.

KNOWLEDGE REQUIRED

Communications & media, federal, state, local laws, regulations, statutes, contract preparation, public health management, nursing

SKILLS REQUIRED

Communicating diplomatically, analyzing training needs, developing training strategies , problem recognition, developing alternative solutions, diversity awareness, time management, quality control analysis

ABILITIES REQUIRED

Express one's self orally, solve problems deductive reasoning, make sense of multiple data, multi-task, read and write at professional level

PHYSICAL DEMANDS

- Stands to present occasionallystands to attend to watchmen duties ,stands to attend to cash register ,stands to perform public safety duties ,stands to attend to customers regularlystands to perform custoidan work stands to direct traffic stands to attend to reported incidents
- Sits to complete report routinely sits to operate computers , sits to operate special equipment sits to complete a program occasionally, sits to attend to reception areas sits to perform watchmen duties sits to attend to other duties routinely
- Lifts under 10 lbs. routinely lifts upto 25 lbs. occasionally lifts upto 50 lbs. occasionally lifts upto 75 lbs.
- Requires dexterity for keyboard operation routinely requires dexterity for special gadgets routinely
- Incumbents in this position may be required to occasionally walk, routinely bend, and routinely kneel or twist.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.