



# COUNTY OF GLENN



Is recruiting for an

## HSA PROGRAM MANAGER - Alcohol & Drug Abuse Division

### DEADLINE TO APPLY

**Friday, March 24th, 2023**

### COMPENSATION

**\$38.05 - \$46.26 Per Hour**

Salary depends on experience and qualifications.

Plus an excellent benefits package:

Mid Managers Association  
Summary of Benefits

### THE SELECTION PROCESS

Candidates must submit a completed job application, Resume and Cover Letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

This position is located in the Alcohol & Drug Abuse division in the Behavioral Health Department at the Glenn County Health and Human Services Agency; under general direction, plans, organizes, directs, and controls the activities and staff for a variety of County Health and Human Services Agency programs. This position works under the direction of the Deputy Director or Director, and performs related duties as assigned. This position is full-time and scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will be able to monitor the activities in multiple programs or functions run by different subordinate managers or supervisors, ensures all activities are consistent with established policies and procedures, and the mission of the department.

### WHAT YOU'LL DO

- Assess service delivery to communicate findings to upper management, implement changes to improve efficiency and service quality, maximize effectiveness of program operations, and ensure alignment with the agency's mission.
- Work collaboratively with personnel of other agencies, community groups, contractors, and other public and private organizations, to determine needs for social services, and coordinate shared services or collaborative projects, or the provision of services by contracted agencies.
- Oversee personnel actions to determine compliance with policies and procedures, and provide guidance to subordinate supervisors regarding personnel matters.
- Recommend and assist in the implementation of goals and objectives for department programs; establish schedule methods for services; implement department policies and procedures.
- Ensure that programs or work units are staffed with qualified individuals by resolving performance problems, documenting performance according to policy, training and developing staff, and assisting in the selection, hiring, and promotion of staff.
- Prepare or have a major role in the preparation of, the total program budget for assigned units and/or programs.
- Represent the department at community organizations, public gatherings and meetings.

A complete job description and list of duties can be found at  
[www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 28,122 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

### ARE WE A MATCH?

- You are able to apply knowledge of laws, regulations, and policies to decision making and problem solving to identify solutions and courses of action that are most appropriate or compliant.
- You are able to be flexible in adapting to changes in priorities or resources that impact pre-established timelines and courses of action.
- You have knowledge of community needs and resources and their effectiveness in providing specific program services.

### MINIMUM QUALIFICATIONS

#### **EXPERIENCE AND EDUCATION:**

Bachelor's degree from an accredited college or university in public health, health services administration, business or public administration, social sciences, psychology, counseling, social work or a related field, AND four (4) years of advanced journey level professional experience in a public or non-profit environment; including one (1) year in a supervisory or administrative capacity. **OR** Master's degree from an accredited college or university in public health, health services administration, business or public administration, social sciences, psychology, counseling, social work or related field, AND two (2) years of advanced journey level professional experience in a public or non-profit environment; including one (1) year in a supervisory capacity or administrative capacity.

#### **LICENSE:**

Possession of, or ability to obtain an appropriate valid California driver's license.

### IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, please submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, March 24th, 2023.

This recruitment *may* be used to establish a list to fill future vacancies for the next six (6) months.

#### Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

## **COUNTY OF GLENN JOB OPPORTUNITIES**



- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.