



COUNTY OF GLENN



Is recruiting for a

HHSA PROGRAM MANAGER-ADMIN

DEADLINE TO APPLY

Friday, October 15, 2021

COMPENSATION

\$3,013.60-\$3,664.00 Bi-weekly

New employees should anticipate being hired at the beginning of the salary range.

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

The HHSA Program Manager - Administration position at the Health and Human Services Agency coordinates, directs and supervises operations and personnel within the Administration division of the Health and Human Services Department; develops and implements effective health and human services programming; performs a wide variety of complex professional duties in the provision of health and human services to both individuals and groups. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

WHAT YOU'LL DO

- Plans, prioritizes, assigns, supervises and reviews the work of assigned staff; participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures as required.
- Recommends and assists in the implementation of goals and objectives for department programs; establishes schedules and methods for services; implements department policies and procedures.
- Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Participates in the preparation and administration of grants.
- Provides training for community organizations, support groups, and other program personnel on health services issues.

A complete job description and list of duties can be found at www.countyofglenn.net

About Glenn County Glenn County has a population of 29,132 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 understand, interpret and apply pertinent laws, codes and regulations.
- You have knowledge of basic principles and practices of organization, administration and personnel management.
- You are able to effectively organize and administer assigned health program activities.
- You have knowledge of recent developments, current literature and sources of information regarding health services.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Four years of professional experience in assigned field, including one year in a supervisory capacity or administrative capacity.

EDUCATION:

Bachelor's degree from an accredited college or university in appropriate field. Master's degree desirable.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, October 15, 2021.

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

- 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.