



COUNTY OF GLENN



Is recruiting for an

HHSA PROGRAM MANAGER I—Public Health

DEADLINE TO APPLY

Tuesday, July 27th, 2021

COMPENSATION

\$2,783.20-\$3,383.20 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

This position is located in the Public Health Division at the Glenn County Health and Human Services Agency; it will have a focus on health equity, social determinants of health, public health data, and public information. The Program Manager position has managerial and supervisory responsibility for County programs which provides direct service to the public or other public agencies. Program Managers are held accountable for the success of the programs and may act on behalf of the Department Head. This position exercises direct and in-direct supervision over professional, technical, and clerical staff. This position is full-time and scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will, under general direction, plan, organize, direct, and control the activities and staff for a variety of County Health and Human Services Agency programs. This classification works under the direction of the Deputy Director or Director.

WHAT YOU'LL DO

- Manage the daily work activities of Public Health programs directly or through subordinate supervisors, by establishing performance levels, communicating goals, and performance expectations, and monitoring and reviewing work to ensure conformance to established policies and procedures, and standards for quality and timeliness.
- Oversee personnel actions to determine compliance with policies and procedures, and provide guidance to subordinate supervisors regarding personnel managers.
- Prepare grant, budget, and other material such as Requests for Proposals, Requests for Qualifications, and other information, as needed by the program, Board meetings, Board task forces, community organizations, inter-agency committee and other meetings, and conferences.
- May respond to emergency situations and use the media to communicate important program information.
- Perform general administrative work as necessary, including preparing reports and correspondence, copying and filing documents, entering computer data, and preparing spreadsheets and custom reports.

A complete job description and list of duties can be found at 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 monitor the activities in multiple programs or functions run by different subordinator managers or supervisors to ensure all activities are consistent with established policies and procedures, and the mission of the department.
- You have knowledge of program development, administration, and service delivery related to HHSa programs.
- You are able to develop solutions to complex problems and issues relating to programs, procedures, and policies.
- You are able to select, supervise, train, and evaluate staff; plan and assign workloads clearly and effectively.

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 or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Tuesday, July 27th, 2021.

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.