

**Jefferson County  
Position Description**

**Name:** \_\_\_\_\_ **Department:** Health  
**Position Title:** Public Health Program Manager **Pay Grade:** 13 **FLSA:** Exempt  
**Date:** March 2019 **Reports To:** Public Health Director

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**Purpose of Position**

Plans, organizes, supervises, implements, evaluates, promotes, and coordinates programs and services.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Plans, organizes, implements, and evaluates public health programs and services. Creates a vision and common goals for the Health Department.
- Oversees Jefferson County Health Department staff. Builds a strong team. Trains new and existing staff on effective practices. Mentors and provides feedback to staff. Completes staff annual reviews. Plans, implements, and/or recommends opportunities for continuing education and training for staff.
- Participates in hiring process for potential candidates.
- Maintains current knowledge of legislation and regulations affecting operation of programs at the Health Department. Develops or edits policies and procedures to comply with laws and nursing standards.
- Researches trends impacting local health. Plans, develops, implements, and evaluates current and new programs based on Jefferson County's needs. Provides information to the general public thru various media outlets.
- Communicates and manages information by maintaining updated information and knowledge on all program areas. Distributes information and knowledge to appropriate staff.
- Assumes duties of Health Director in his/her absence.
- Works with various schools of nursing to provide clinical nursing experience. Manages independent vendors.
- Collects data and provides necessary reports.
- Assists in coordinating UW Student clinical experience.
- Participates in coalition and committee work. Represents and provides Health Department expertise.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Serves as director in his/her absence.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree in Nursing with six years related experience and/or training; or a master's degree from a university or equivalent; or combination of education and experience.

#### **Preferred Training and Experience Required to Perform Essential Job Functions**

Master's degree with eight years related experience and/or training.

#### **Other Requirements – Certificates/Licensures**

State of Wisconsin, Registered Nurse License.

Valid driver's license.

Child Passenger Safety Technician certified preferred.

#### **Knowledge, Skills, Abilities**

- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to give injections, take blood pressure, and perform various blood and urine tests,
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to operate a hemoglobin analyzer, stethoscope, blood pressure cuff, audiometer and other related medical equipment as required by the job.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to reliably and predictably carry out one's duties.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern releases of health care information, patient consent.

- Knowledge of current epidemiological data analysis and surveillance methods used in the management of communicable and infectious disease.
- Knowledge of current public health nursing principles and processes.
- Knowledge of human systems (wellness, illness, growth and development, basic nutrition, human behavior, psychosocial development, family and community systems).
- Knowledge of public health related issues.
- Knowledge of the information and techniques needed to diagnose and treat injuries and diseases.
- Knowledge of Wisconsin State law relating to professional nursing practice and the American Nurses Association Scope of Practice for Public Health Nursing.
- Skill working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

### **Supervision**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Involves supervisory responsibility for one or more full-time individuals, involvement in the recruitment and selection process of employees, prepares and conducts employees' performance appraisal, disciplinary measures, and assists with the hiring and firing process. Additional responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. Position may be exposed to

bloodborne pathogens and communicable diseases. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee  
\_\_\_\_\_

Date  
\_\_\_\_\_

Supervisor  
\_\_\_\_\_

Date  
\_\_\_\_\_

Human Resources  
\_\_\_\_\_

Date  
\_\_\_\_\_