



EL PASO COUNTY DEPARTMENT OF HEALTH AND ENVIRONMENT

301 SOUTH UNION BLVD. • COLORADO SPRINGS, CO 80910-3123
(719) 578-3199 Main, 578-3113 Human Resources, 575-8677 HR Fax

JOB ANNOUNCEMENT

The El Paso County Department of Health and Environment in Colorado Springs, CO is seeking candidates for a **PROGRAM MANAGER**

Job Title:	Program Manager
Job Announcement #:	09-38
Division/Program:	Clinical Services/Women Infants and Children (WIC)
Application Deadline:	Open until filled
Status:	Full time

Applications are accepted only for currently open positions. Each application will be applied toward one open position. If you wish to apply for more than one position, please complete and submit a separate application.

Applications received without a Job Posting # will not be considered. Applications must be received by 5pm on the closing date, regardless of the means of submission. Positions posted as "Open until filled" may close at any time without prior notice. Applications are accepted via mail, fax, and email or in person. No phone calls please.

DEPARTMENT DESCRIPTION:

El Paso County Department of Health and Environment (EPCDHE) based in Colorado Springs, Colorado, serves an estimated 595,000 residents of El Paso County. The County includes urban Colorado Springs and rural eastern El Paso County. EPCDHE provides a broad spectrum of services to address ongoing and critical public health and safety issues.

The El Paso County Department of Health and Environment (EPCDHE) is organized in three major divisions: *Health Promotion, Disease Prevention and Control and Health Services*. EPCDHE's infrastructure includes the Office of Communications, Human Resources, Finance, Information Technology and Operations. The Health Department programs include both those mandated by state statute as well as those that reflect the unique needs of El Paso County. EPCDHE accomplishes this mission by focusing on the Ten Essential Public Health Services, which fall under three general categories: *assessment, policy development and assurance*.

The Women Infant's and Children's Program is a federal funded grant which provides qualifying women and children with supplemental food, education on nutrition topics, and referral to community programs. Those eligible include pregnant women, new mothers, infants, and children through age 5.

OVERVIEW OF ESSENTIAL JOB FUNCTIONS:

Responsible for the planning, implementation and daily operations of a program. Develops and monitors budgets, collaborates and works closely with other programs and community agencies. Conducts supervisory and administrative duties.

- Utilizing the ten essential public health functions, assesses the health issues relevant to the program areas and designs effective interventions. Implements and supervises public health program services, with guidance and consultation from the Division Director. In coordination with the Division Director, establishes the goals and objectives of the programs. Assesses the programs' outcomes in relations to the goals and objectives and transmits the assessment to the Division Director. Establishes and implements policies, procedures and standards for efficient and effective operation and maintenance of programs. Monitors progress and directs changes in priorities and schedules as needed. Assures programs' compliance with medical standards, local, state and federal regulations, and internal Department policies and procedures. Provides technical advise to the Department and the public in the areas of expertise.

- Assigns, supervises, coordinates and evaluates the work of staff. Determines staff workload. Conducts performance evaluations. Assigns activities and evaluates work of interns and volunteers. Makes decisions about hiring, promotions and dismissals with guidance from Division Director.
- Performs educational and public relations functions on behalf of programs. Develops and implements educational programs for the community. Makes presentations to community groups. Works with community groups and other agencies to form partnerships for the furtherance of public health programs and concepts. Meets with City Councils, Board of County Commissioners and all levels and departments of local, state, and federal governments and legislature. Represents the Department at various boards and committee meetings, and makes decisions on the Division Director's behalf.
- Assists in preparing preliminary budget documents for local and state agencies; establishes programs' priorities, budget needs and final budget approval' performs needs analysis; directs the purchasing of equipment and supplies; actively seeks funding for desired programs activities, assists with negotiation of contracts and MOU's for compliance. Prepares or assists in the application of grants, and ensures a program meets grant requirements.

ADDITIONAL JOB FUNCTIONS

- Participate in departmental emergency planning and response activities.
- Promotes public health within the community.
- Performs other duties as required.
- Takes personal responsibility to provide exceptional customer service in order to promote and maintain a positive Department of Health image, constructive working environment, and foster pride and professionalism in the workplace and community.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of public health principles and practices
- Ability to supervise, guide, train and motivate employees
- Ability to establish and maintain effective working relationships with employees, internal and external contacts; staff and management of local, state and federal agencies; and the general public
- Effective written and verbal communication skills
- Ability to formulate plans, policies and procedures
- Ability to quickly prioritize and determine needed actions; to incorporate a high degree of independent decision making; to effectively handle stressful situations; and to follow through on several tasks simultaneously
- Ability to travel to meetings and functions using own transportation
- Ability to maintain a receptive and cooperative attitude toward change
- Ability to maintain a high standard of ethics and confidentiality
- Ability to perform the essential functions of the position

EXPERIENCE AND EDUCATION:

Bachelor's degree in Human Nutrition or Dietetics

Registered Dietitian with the Commission of Dietetic Registration

Minimum of Five (5) years experience with demonstrated experience coordinating and implementing public health programs, budget preparation and management, and supervision

HOW TO APPLY:

Please submit an EPCDHE Application for Employment (which may be obtained in person or downloaded from our Web site at <http://www.elpasocountyhealth.org/pages/hr.aspx> AND a resume.

Application materials should be sent to:

El Paso County Health Department, Human Resources, Job # 09-38, 301 South Union Blvd, Colorado Springs, CO 80910; or fax materials to 719-575-8677.

All new employees and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL 99-603).

EPCDHE is an equal opportunity employer operating in a tobacco-free environment.