CHRONIC DISEASE PREVENTION ADMINISTRATOR

DEFINITION

Under general direction this position plans, develops, implements, and oversees the administration of the Chronic Disease Prevention and Health Promotion Services programs.

DISTINGUISHING CHARACTERISTICS

This is a single, management level class which receives general direction from the Public Health Program Manager and function as a Branch Chief. It is distinguished from the lower level classes in the Chronic Disease Prevention/Health Promotion Branch by its overall responsibility for administering, managing and directing the activities of five or more major health promotion and chronic disease prevention programs through subordinate program coordinators.

EXAMPLES OF DUTIES

1. Plan, develop, implement, administer and evaluate the health care programs assigned to the Chronic Disease Prevention/Health Promotion Branch

2. Develop and implement tracking and reporting systems to monitor and report current and accurate budgetary data and the overall effectiveness of the programs

3. Supervise a staff, i.e., hire, train, evaluate, discipline

4. Provide consultation and technical assistance in chronic disease prevention and health promotion programs to Monterey County officials, advisory committees, various other community agencies, participating counties and the media

5. Develop budgets, prepare proposals for grants, draft RFPs and contracts, administer contracts, and exercise fiscal management by operating within budgetary restraints

6. Develop and obtain approval of operating plans with various agencies and consortium members

7. Review and comment on legislative matters, State and Federal programs and other information pertinent to Chronic Disease Prevention/Health Promotion programs

8. Maintain high visibility throughout the four county area, and act as an advocate for the educational/informational
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aspect of the Chronic Disease Prevention and Health Promotion Services Programs.

QUALIFICATIONS

Any combination of education, training or experience which demonstrates possession of the following:

Thorough knowledge of:

1. The principles and techniques used in chronic disease prevention and health promotion programs
2. Methods used in conducting and assessing sampling and statistical surveys
3. Current trends and available funding sources for chronic disease prevention and health promotion programs.

Working knowledge of:

1. Principles and practices of project management including planning, development, implementation, administration and evaluation
2. The functions and services of standard community health agencies, community organizations and State and Federal health agencies
3. Principles of basic budgetary management, contract and grant administration
4. Principles and practices of personnel management, supervision and office management.

Skill to:

1. Compile, organize and analyze data; evaluate problems, policies, procedures; draw logical conclusions and/or recommend an effective course of action
2. Think creatively; i.e., develop new procedures, methods or approaches as needed; exercise initiative, ingenuity and sound judgment in identifying and solving difficult administrative problems
3. Plan, coordinate and implement overall work plans to achieve a designated objective; coordinate multifaceted
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projects and studies, including coordination and planning for resources, manpower and timing

4. Plan, direct and evaluate the work of others; identify employee training needs and develop appropriate training programs

5. Communicate clearly both orally and in writing; write clear and concise reports and procedures; speak effectively before groups

6. Read and interpret state laws, regulations and county policies

7. Work under limited supervision; prioritize work assignments and work under pressure of deadlines

8. Establish and maintain effective work relationships with those contacted through the course of work.

EXPERIENCE AND EDUCATION

The knowledge and skills identified for this position may be acquired through various types of education, training or experience. A typical way to acquire the knowledge and skills are:

Either Option I

EDUCATION

Completion of all course work for a four-year degree in Public or Business Administration, social work, health education, behavioral science, sociology, psychology or a related health care field, and three years experience managing a major health care program.

Either Option II

A Master's Degree in one of the fields listed in Option I, and two years experience managing a major health care program.
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Either Option III

Any combination of training, education and experience that provides at least five years work experience in a health care program. Two of the years must have been at a supervisory or management level.

Bargaining Unit: X
EEO Category: P
Overtime Status: N

SDF:gs
6/22/90

Approved by

Date 8/27/90