PROGRAM DIRECTOR

JOB TITLE: Program Director

GRADE: 21

JOB CODE: 1501

DATE: 3/20/95
REVISED: 02/19/03

GENERAL FUNCTION: Under administrative direction of the Director of the local health department is responsible for directing one or more public health programs provided by the agency. The responsibility includes: developing program plans and budget for the respective program(s); supervising and evaluating the performance of the staff assigned to work in the program; evaluating the goals/objectives of the program through site visits, record review, and management evaluations; supervises training of staff assigned to the program; maintain effective communication with staff, the general public and service providers; and developing contracts as appropriate for service providers.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the activities of employees assigned to the program(s) through the establishment of objectives, policies, practices and standards specific to the program.

Evaluates community needs and works to establish programs to meet those needs.

Evaluates the effectiveness of the program in meeting objectives by reviewing data, reports, and surveys obtained manually or computer generated.

Conduct site visits to monitor program operations; review medical records for accuracy and completeness of documentation.

Monitors program expenditures against the budget and makes necessary budget revisions or expenditures or provides interpretive information to superiors.

May prepare program plans.

Interviews potential program staff and makes staffing recommendations.

Provides technical support to staff, service providers and clients.

Attends meetings at the local, state and regional level, or other meetings, to gather or distribute program or technical information**.**

Deals with local, state, and federal officials to resolve programmatic problems.

Develops contracts with private providers as needed.

Responds to inquiries from the general public, makes presentations to civic organizations and other appropriate groups.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: Provides direct supervision over program staff assigned to the program.

JOB SPECIFICATIONS:

   Knowledge and Abilities: Considerable knowledge of the activities, systems, policies and standards of the program assigned and the ability to interpret them concisely and accurately to employees and the general public. Good knowledge of functions, organizational structure, authority and limitations of the department and agencies in the area. Ability to carry out, without supervision, continuing assignments requiring the organization of material, preparation of reports and the making of decisions. Ability to meet the public and discuss problems and complaints tactfully, courteously, and effectively. Ability to establish and maintain effective working relationships with governmental officials, other employers, and the general public. Ability to plan, supervise and coordinate effectively the activities of staff in meeting program objectives.

   Minimum Education, Training, and Experience Requirements: Bachelors degree from a college or university. Three years of professional experience in public health, community health agency or similar capacity where knowledge and abilities required can be assessed**.**

**For promotional consideration an individual may be considered for this position if the individual has seven (7) years of experience that provides the required knowledge, skills, and abilities.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.