

Market Range Detail - Public Health Program Administrator

Effective Date

January 23, 2012

Market Range Title Description

Positions in this market range title are responsible for a broad range of activities in the overall planning, development, and management of multiple, large programs in the Public Health Department. Incumbents are responsible for the management of all programs in the Clinical Services division and/or Community Health Services division. This position is distinguished from an Administrator in that an Administrator has responsibility for all department administration functions such as Human Resources, Finance/Budget, Procurement, Facilities Management, Information Technology, etc. whereas a Public Health Program Administrator has responsibility for multiple, large, operational (non-administrative) programs within the department

Typical job duties include: managing subordinate program managerial staff who are responsible for one or more department programs; developing and implementing program policies and procedures; assessing public health needs in the community and recommending programs and funding to fulfill those needs; evaluating program effectiveness and developing strategies to ensure that program goals are met; developing and directing strategies to improve program effectiveness and service delivery; coordinating services among department programs; overseeing the maintenance and preparation of multi-million dollar program budgets including multiple grant funding sources; providing significant input into department strategic planning including developing goals, reviewing and reporting results, and developing strategies to meet goals; administering and overseeing the grant application process; researching funding opportunities; ensuring program compliance with applicable County, state, and federal requirements; administering and directing sub-contracts and intergovernmental agreements with other agencies; providing leadership to program related boards, committees and partnerships; leading and conducting studies related to service and operational concerns or improvements; researching and analyzing existing and proposed legislation that affect public health programs; developing and maintaining partnerships with local, state, and federal government and community agencies; managing and evaluating the performance of managerial staff. The Public Health Program Administrator reports to the Director of Public Health.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$38.93	\$49.23	\$59.53

Likely Minimum Qualifications

- Bachelor's degree in field related to area of assignment
- Six years of professional experience in program administration and implementation with at least three years of supervisory and/or managerial experience managing large programs
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Public Health Program Administrator

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.