

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities: activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

PUBLIC HEALTH NURSE (PHN)

HEALTH PROGRAM MANAGER

FINAL FILING DATE:

Final Filing Date: Open Until Filled

Range 82

Bi-weekly Pay: \$2,942 - \$3,576

Equal Employment Opportunity Employer

THE POSITION

Mono County is seeking a Public Health Nurse (PHN) for the position of Health Program Manager. This position will be trained as a PHN generalist. Responsibilities include oversight of the Maternal, Child, and Adolescent Health (MCAH) Program, serving as the Local Oral Health Coordinator, and providing back-up for the Immunization and HIV/AIDS/STD Programs. The PHN will also participate in, and assist with other Public Health programs such as Emergency Preparedness.

A Health Program Manager typically performs the following duties:

- Participates in the overall activities of the Public Health Department
- Plans, organizes, conducts and evaluates one or more public health program
- Develops and/or adapts public health programs in coordination with the California Department of Public Health (CDPH) and granting agencies
- Assesses individual and community health needs to direct program services
- Prepares appropriate reports
- Coordinates any necessary committees in the program area using a multidisciplinary team approach
- Represents the Health Department on committees as necessary
- Advocates with leadership groups and elected leaders for the advancement of public health policy through community collaboration
- Plans and implements ongoing information updates with medical providers, hospitals, community based agencies, social and

- health service agencies, educational agencies, and the community as related to the programs
- Communicates local health needs to community leaders, agencies and the public
- Assist in program budget development and management
- Identifies, plans and directs staff in-service training and education
- Supervises Public Health staff as required

QUALIFICATIONS

Knowledge of:

- The principles and practices of public administration
- Specifics of assigned program area
- Program planning and development
- Health education methods and materials
- Principles and practices of public relations and group dynamics
- Community agencies and resources
- Funding sources, program evaluation, and fiscal management
- Principles of employee supervision and personnel practices

Ability & willingness to:

- Apply the principles and techniques of community organization
- Coordinate activities and secure support of diverse community groups
- Plan, coordinate, and implement an effective countywide education program
- Stay current with technical information related to the program

- Speak effectively to diverse audiences of professionals and the public
- Develop and deliver training for professional staff
- Prepare reports, program policies, and procedures
- Communicate effectively both orally and in writing
- Establish and maintain cooperative working relationships
- Use computers
- Maintain confidentiality

Minimum Requirements:

This position requires possession of an active Registered Nurse (RN) license and Public Health Nurse (PHN) certificate through the California Board of Registered Nursing. In addition, any combination of training and experience which would provide the required knowledge and abilities is qualifying.

THE EXAM PROCESS

PHASE 1: The exam process includes an application, and resume.

PHASE 2: The exam process will include an oral interview.

In addition to the job application, please submit written documentation describing your experience working in community health programs. Include the scope of the program, number of staff supervised if any, and include at least one outcome you are particularly proud of.