



COUNTY OF GLENN



Is recruiting for an

HHSA PROGRAM MANAGER I/II

DEADLINE TO APPLY

Wednesday , June 16th, 2021

COMPENSATION

I: \$2,783.20-\$3,383.20 Bi-weekly

II: \$3,346.40-\$4,067.20 Bi-weekly

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

Mid Managers Association Summary of Benefits

THE SELECTION

PROCESS

Candidates must submit a completed job application, Resume and Cover Letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

THE POSITION

This position is located in the Social Services Division at the Glenn County Health and Human Services Agency; The Program Manager position has managerial and supervisory responsibility for County programs which provides direct service to the public or other public agencies. Program Managers are held accountable for the success of the programs and may act on behalf of the Department Head. The Program Manager II class is used to provide management and supervision of various units and/or programs. Some positions may have additional responsibility for administrative services units. This position exercises direct and in-direct supervision over professional, technical, and clerical staff. This position is full-time and scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will, under general direction, plan, organize, direct, and control the activities and staff for a variety of County Health and Human Services Agency programs. This classification works under the direction of the Deputy Director or Director.

WHAT YOU'LL DO

- Manage the daily work activities of programs such as, but not limited to, Child Welfare Services and/or Adult Services, Employment Services, and Eligibility Services programs, directly or through subordinate supervisors, by establishing performance levels, communicating goals and performance expectations, and monitoring and reviewing work to ensure conformance to established policies and procedures, and standards for quality and timeliness.
- Recommend and assist in the implementation of goals and objectives for department programs; establish schedule methods for services; implement department policies and procedures.
- Ensure that programs or work units are staffed with qualified individuals by resolving performance problems, documenting performance according to policy, training and developing staff, and assisting in the selection, hiring, and promotion of staff.
- Prepare or have a major role in the preparation of, the total program budget for assigned units and/or programs.
- Represent the department at community organizations, public gatherings and meetings.

A complete job description and list of duties can be found at
www.countyofglenn.net

About Glenn County Glenn County has a population of 28,122 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

ARE WE A MATCH?

- You are able to monitor the activities in multiple programs or functions run by different subordinator managers or supervisors to ensure all activities are consistent with established policies and procedures, and the mission of the department.
- You have knowledge of program development, administration, and service delivery related to HHSA programs.
- You are able to select, supervise, train, and evaluate staff; plan and assign workloads clearly and effectively.

MINIMUM QUALIFICATIONS

EXPERIENCE AND EDUCATION:

I- Bachelor's degree from an accredited college or university in public health, health services administration, business or public administration, social sciences, psychology, counseling, social work or a related field, AND four (4) years of advanced journey level professional experience in a public or non-profit environment; including one (1) year in a supervisory or administrative capacity. **OR,** Master's degree from an accredited college or university in public health, health services administration, business or public administration, social sciences, psychology, counseling, social work or related field, AND two (2) years of advanced journey level professional experience in a public or non-profit environment; including one (1) year in a supervisory capacity or administrative capacity.

II- One (1) year of experience performing duties comparable to a Program Manager I; OR three (3) years of experience performing duties comparable to a supervisor in HHSA units and/or programs; OR a bachelor's degree in a related field and at least two years of experience comparable to a supervisor of HHSA units and/or programs.

LICENSE:

Possession of, or ability to obtain an appropriate valid California driver's license.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, please submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Wednesday, June 16th, 2021.

This recruitment *may* be used to establish a list to fill future vacancies for the next six (6) months.

Application packets must include the following

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|---|----------------|
| • A Glenn County Employment Application | • Résumé |
| • Transcripts and/or Certificates | • Cover Letter |

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.