

COUNTY OF GLENN



HHSA Program Manager Health and Human Services Agency

Deadline to Apply: Friday, May 23, 2025

COMPENSATION: \$42.04 - \$51.10 Per Hour

\$46.46- \$ 56.48 Per hour with Registered Dietitian Certification

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

Applications must include :

- | | |
|---------------------------------------|----------------|
| - Glenn County Employment Application | - Resume |
| -Transcripts and/or Certificates | - Cover Letter |

Interview Date: Friday, June 6, 2025

This position is located in the Public Health Division of the Health and Human Services Agency. The Program Manager position has managerial and supervisory responsibility for County programs in the Women, Infants, and Children (WIC) Division. Program Managers are held accountable for the success of the programs and may act on behalf of the Public Health Division. This position exercises direct and in-direct supervision over professional, technical, and clerical staff. This position is full-time, and is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate would be a Registered Dietitian with a Bachelor's degree in nutrition, dietetics, or a related field. This person should have experience in WIC program management to effectively plan, direct, coordinate, implement, and evaluate its services.

JOB DUTIES

- Evaluate operations and activities of department and/or program and recommend improvements and modifications.
- Assess service delivery to communicate findings to upper management, implement changes to improve efficiency and service quality, maximize effectiveness of program operations, and ensure alignment with the agency's mission.
- Conduct informal counseling on work issues, prepare documentation and improvement plans for deficiencies, and recommend disciplinary action.
- Interpret laws and regulations, including new laws and proposed legislation, to determine relevancy to department operations and services, and assess program compliance with laws and regulations.

Refer to the **job description** for a full list of duties.

About Glenn County: Glenn County has a population of 29,132 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.

MINIMUM QUALIFICATIONS

EXPERIENCE AND EDUCATION:

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.

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications must be received by **5:00 PM on Friday, May 23, 2025.**

IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written 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 Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

COUNTY OF GLENN JOB OPPORTUNITIES



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.