

## HEALTH PROGRAM SUPERVISOR

### KIND OF WORK

First level professional supervisory public health program work.

### NATURE AND PURPOSE

An employee in this class supervises activities in a moderate sized health program with statewide impact or supervises a segment of a major health program. This employee performs difficult and complex assignments requiring considerable knowledge and application of federal, state, and/or departmental regulations and policies without review of actions taken. A Health Program Supervisor receives general direction from a Health Program Representative, Principal or higher level employee.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Recruits, interviews, and employs subordinate staff so that well-qualified individuals are selected to perform the work.

Assigns and evaluates work of subordinates so that goals and objectives of the program are met.

Provides orientation and training for subordinate staff so that skills are acquired and/or maintained and performance problems are corrected.

Assists higher level supervisor or manager in administrative support activities including program planning, policy and procedure development, and budget development and fiscal control in order that the program is efficiently and effectively managed.

Makes verbal and written reports on program activities so that higher level management is apprised of problems and progress toward meeting program goals.

Provides program information when requested for other health professionals, policy makers, and the public so that program goals, requirements, and accomplishments are communicated.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of federal and state laws pertaining to state and local public health programs.

Considerable knowledge of individual and community health problems, particularly as they relate to state public health programs.

Considerable knowledge of the general nature and objectives of the statewide public health program including thorough knowledge of the particular public health area in which employed.

Considerable knowledge of the Minnesota Department of Health functions, policies, and procedures and its participation in public health programs.

Ability to:

Ability to direct the work of subordinate staff.

Establish and maintain effective working relationships with professional health personnel, local officials and community groups and the general public.

Initiate and give effect to policies and procedures.

Present ideas effectively verbally and in writing.

Est.: 4/81  
Rev.:

T.C.:  
Former Title(s):