

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: PREVENTION SERVICES MANAGER**  
**DEPARTMENT: PUBLIC HEALTH**  
**REPORTS TO: ALCOHOL/DRUG PROGRAM MANAGER**

**CLASS CODE: 49323**  
**FLSA STATUS: E**  
**DATE: 10/99**

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Manages staff and performs highly complex professional level functions involving the development, implementation and maintenance of various prevention programs, including: identifying needs; managing the administration of grants; developing contracts; developing policies and procedures; and overseeing all fiscal and administrative functions associated with programs.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out management/supervisory responsibility in accordance with policies, procedures and applicable laws including: assisting in interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Manages the research, development and administration of multiple large, complex grants, including: contributing to proposals; developing contracts; serving as lead contact; orienting new staff; ordering supplies and equipment; supervising project coordinators; approving all media and public materials; designing and monitoring evaluation plans; and overseeing all project activities.

Manages the development, implementation and/or administration of programs, including: coordinating and scheduling presentations; recruiting volunteers; facilitating various groups; collecting data; conducting training sessions; instructing participants in the use of safety equipment; creating and/or ordering educational materials, flyers, posters, press releases, etc.; making program presentations in schools; distributing and explaining information; advertising program services; creating and maintaining library or materials; maintaining and compiling program data; and attending project-related meetings and meetings with community groups.

Serves as a member and/or chair of various committees, meetings, teams and/or boards; participates in strategic planning, problem solving and goal setting activities; and collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Develops policies, procedures and strategic plans applicable to program administration.

Oversees the preparation and monitoring of program budget, work plans and other administrative and fiscal functions, including: determining goals and objectives; reviewing and analyzing project budgets; correcting errors; reviewing billing statements and authorizing payments.

Ensures and maintains the confidentiality of health information of participants.

Participates in staff and professional meetings to discuss progress and conduct program planning; assists in the provision of staff development and training.

Serves as liaison and consultant with legal system, other agencies, schools, organizations, parents, etc. on issues concerning programs.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; creates forms; and relays and interprets administrative decisions, policies and instructions.

Makes presentations to agencies/organizations regarding programs offered.

Informs supervisor of unusual circumstances/issues concerning cases.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Researches and corrects errors.

Enters and retrieves information into a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment                      Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four year college or university in Public Health, Social Science or related field; and,

Three to four years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Administration of staff and activities, either directly or through subordinate supervision.

Public health prevention and education services administration.

Fiscal management.

Principles and practices of health and public administration.

Classroom management.

Budget and grant development and administration.

Data collection methods.

Human psychology.

Health education techniques.

Internal departmental policies and procedures.

Interviewing techniques.

Community resources.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Developing curriculum and teaching classes/workshops.

Public speaking.

Program evaluation.

Evaluating curriculum and presentation effectiveness.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

**Mental and Physical Abilities:**

Ability to write reports.

Ability to deal with problems involving several variables in nonstandardized situations.

Ability to assess and interpret social, cultural, economic and political trends.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

While performing the essential functions of this job the employee is regularly required to use color, sound and shape perception and discrimination.

**Working Conditions:**

Work is performed in an office with little exposure to outdoor temperatures, dust or dirt.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.