



# Program Manager – Prevention and Health Promotion

## Job Description

Department: Health  
Position: Career Service  
Grade: 727  
Supervisory: Supervisor  
Reports to: Health Promotions Director

### Summary

Under general guidance and direction of the Health Promotions Director, supervises, plans, coordinates, directs and performs professional health education, promotion, and prevention activities and programs in the Utah County Health Department (UCHD). Provides training and leadership to Health Education Technicians and Health Educators.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
2. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure; act as a resource for resolving conflicts between staff, clients, and other entities.
3. Evaluate performance and conduct performance appraisals.
4. Prepare and submit grants to secure funding for health promotion and prevention programs.
5. Ensure County compliance with State and Federal contract and grant requirements; monitor awarded grant and contract activities and requirements for continued funding; ensure services provided meet minimum standards for scope of work, data collection, reporting, and other terms and conditions.
6. Assist Division Director with annual budget preparation, make, monitor, and approve program-related revenues, purchase orders, expenditures, and material replacement needs.
7. Represent the UCHD on committees, boards, outside agency and other partner meetings that develop public health education and prevention policy, codes, rules, laws, and regulations; design and implement appropriate policies, procedures, and standards for providing health promotion and prevention services.

### For Office Use Only

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Job Title: Program Manager – Prevention and Health Promotion  
FLSA: Exempt  
Effective Date: 12/31/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Manager

8. Serve as an expert resource in the health promotion and prevention programs; standardize program planning procedures; recommend policy implementation and program changes to the Division Director; coordinate activities with state, federal, and local agencies.
9. Monitor, assess, and ensure quality and effective operation of the Division and/or assigned program(s); design, implement, and evaluate school curricula, clinic education, community classes, and multimedia, website and social media initiatives; perform duties of Health Education Technicians and Health Educators, as needed.
10. Maintain a comprehensive catalog of services available through department and contracted providers.
11. Compile, maintain, and review reports, daily work records, timecards, payroll information, work specifications, and appropriate personnel documentation within the assigned program.
12. Supervise and correlate program involvement and collaboration within the department; and with other County departments, volunteer groups, outside agencies; and local, State and Federal agencies.
13. Engage in public policy advocacy at all levels of government under the direction of the Executive Director – Health.
14. Attend meetings, trainings, and seminars; read books and professional journals to keep technically current; share information with assigned staff.
15. Prepare and submit relevant reports and data per program and agency requirements.
16. Serve as a spokesperson for health promotion and prevention programs media related needs at the request and as assigned by the Department's Program Manager - Public Information, Quality Improvement, and Assessment Officer, Division Director, or Executive Director.
17. Serve as a backup for the Program Manager – Public Information, Quality Improvement, and Assessment Office, as needed.
18. Oversee and provide leadership for other health promotion and prevention programs, as assigned.
19. Respond to public health emergencies as required by the department or division administration.
20. Carry provided communications devices or other emergency communications equipment at all times, both during work hours and when unavailable by phone.
21. During times of emergency or pandemic, job duties may be modified as needed and may be significantly different from primary duties.
22. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

#### **Additional Essential Functions Specific to Assignment**

##### Prevention

1. Work to procure prevention and early intervention services provided by outside agencies, such as school districts, city governments and other community-based prevention providers.

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2. Represent the County with school districts, public agencies, and other community organizations regarding health prevention issues.
3. Develop community understanding of the need for prevention and treatment services; provide professional presentations, training, and technical assistance to various groups, including key leaders to advocate support for services.
4. Complete the prevention portion of the annual local area plan.

#### Tobacco Prevention and Control

1. Oversee budget and expenditures for multiple tobacco programs (*i.e.* compliance checks, community collaboration, Centers for Disease Control, Master Settlement Agreement).
2. Attend tobacco hearings / compliance check hearings for stores that illegally sold tobacco during a compliance check; follow up to ensure assessed fines get paid.
3. Coordinate with the Division of Environmental Health regarding alleged complaints of the Utah Indoor Clean Air Act to ensure proper enforcement of state law.

#### Chronic Disease and Injury

1. Oversee budget and expenditures across injury prevention programs and multiple chronic disease prevention initiatives, including asthma, arthritis, diabetes, heart disease, and obesity.
2. Oversee the application of quality improvement principles and clinical measures for community-level chronic disease prevention and management.
3. Oversee and coordinate strategies to address prioritized public health needs influencing data-informed drivers of health at the community level.
4. Provide oversight of car seat check activities and participates as needed to support staff capacity and grant fulfillment.

#### **Knowledge, Skills, and Abilities**

- Knowledge of supervisory techniques
- Knowledge of community organization and community mobilization
- Knowledge of management and effective leadership techniques for individuals and small and large groups
- Knowledge of program planning, implementation, and evaluation
- Knowledge of health education theory, human behavior modification and principles
- Knowledge of public health terminology, methodology, organization, and practices
- Knowledge of descriptive and analytical statistics
- Knowledge of word processing, spreadsheets, and other business computer applications
- Skilled in basic website development software (depending on assignment), including basic website design, content creation, website administration and vendor coordination
- Skilled in grant writing and reporting requirements
- Skilled in budget preparation

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- Skilled in creative thinking and analytical problem solving
- Skilled in public speaking, interpersonal communication, electronic presentations, and meeting facilitation
- Skilled in writing technical documents, grants, and program reports
- Ability to monitor grant and program expenditures and revenues
- Ability to establish and maintain effective relationships with those contacted during the course of work activities
- Ability to communicate and interact with groups and individuals from diverse backgrounds in a professional manner
- Ability to conduct in-depth program analysis of health prevention and early intervention programs
- Ability to supervise and provide leadership in a team environment
- Ability to develop and present educational courses
- Ability to coordinate multiple tasks efficiently and work well under pressure and impending deadlines
- Ability to maintain files, records, and reports

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

Work is generally performed in an office or other environmentally controlled room but is occasionally performed for sustained periods outdoors, which may include hot, cold, or inclement weather. Work occasionally exposes incumbent to contagious or infectious diseases and may occasionally require the use of protective devices such as masks, goggles, and/or gloves. Work occasionally exposes the incumbent to high-stress situations including contact with the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision and

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ability to adjust focus. Incumbent works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file, and lift supplies or objects up to thirty (30) pounds. The employee frequently drives a motor vehicle.

#### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

#### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

#### **Required Education and Experience**

1. Bachelor's degree in public health, community health, health promotion, public administration, or a related field.
2. Four (4) years of work experience in public health, community, health, or health promotion.
3. Equivalent combinations of education and experience may also be considered.

#### **Preferred Education and Experience**

1. Preference may be given to applicants with a related master's degree.
2. Preference may be given to applicants with supervisory or lead experience.

#### **Additional Eligibility Qualifications**

1. Incumbents must obtain, and thereafter maintain, certification or licensure as one of the following during the probationary period for new hires or during the trial period for promoted County employees:
  - a. Certified as a Prevention Specialist (CPS)
  - b. Certified as a Health Education Specialist (CHES)
  - c. Certified in Public Health (CPH)
2. Incumbents may be required to complete Substance Abuse Prevention Specialist (SAPST) training.
3. Incumbents must successfully complete Basic Public Information Officer Training within one (1) year of employment in this classification.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.
6. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

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**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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