

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title** : Community Health Manager  
**Department:** Health  
**Revised** : August 2022

**Class** : Professional  
**FLSA** : Exempt

*This job description supersedes any prior description for the Community Health Manager classification.*

### **GENERAL DESCRIPTION**

Highly responsible supervisory and administrative work over the Health Education Department of the Rowan County Public Health Department. This position ensures that the various programs and projects that fall within this department are operating to the best of their ability and that they are meeting all the grant and agreement addendum requirements. This position provides supervision to health education staff.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Manage and supervises the Health Education Department of the Health Department; Provide review of program/staff activities, of goals, objectives, and planning; Develop, review, and implement policies and procedures for the program supervised; Conduct regular department and individual staff meetings; Prepares and monitors the health education budget based on expenses and revenue projections for presentation to the Health Director; Pursue, prepare, and submit grant proposals from appropriate private and governmental sources.

Makes recommendations for hire, fire, promotion, and other status changes for staff supervised that is given particular weight by the Public Health Director; evaluates performance and completes performance appraisals for staff supervised.

Oversees the promotion and marketing of health department services and assists in marketing other agencies that promote health and disease prevention; maintains the Health Department website, brochures, and keeps other health education media up-to-date and distributes to the community through various media outlets; takes and processes digital photos and composes articles.

Develops positive working relationships with community agencies and organizations and offers assistance in providing information, presentations, and guidance regarding the promotion of physical activity, healthy eating and tobacco avoidance to prevent chronic disease; serve on various committees, work groups, boards, and task forces that address the various public health needs as a representative of the Health Department.

Collaborate, coordinate and/or conduct the Community Health Needs Assessment (CHNA) and the Community Health Improvement Plan (CHIP) per Agreements Addendum and Accreditation guidelines once every 3 years; examine local health data and develop/prepare the State of the County Health (SOTCH) Report for Rowan County annually 2 of every three years and distribute per Healthy Carolinians and Accreditation Guidelines.

Assist in data collection and analysis necessary to complete reporting for various agreement addendum and grants; communicate data and evaluation findings in clear and concise reports.

### **OTHER JOB FUNCTIONS**

Performs related duties as required.

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*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of public health policies and programs.

Ability to manage and organize community members in preparing and implementing community health initiatives.

Ability to compile and analyze data and make appropriate recommendations based upon results obtained.

Ability to evaluate and supervise the work of subordinates.

Ability to effectively communicate, orally and in writing.

Ability to establish and maintain effective working relationships with various publics, county officials, and subordinates.

**PHYSICAL REQUIREMENTS**

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

**EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

**MINIMUM EXPERIENCE AND TRAINING**

Master's Degree from an accredited college or university in Health Education, Public Health, Public Administration, or related field and two years of administrative or supervisory experience; or Bachelor's Degree in Health Education, Public Health, Public Administration, or related field and 5 years of administrative or supervisory experience; or equivalent combination of education and experience. Certified Health Education Specialist required. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**