



City of Tempe

COMMUNITY HEALTH PROGRAMS MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	665	<i>Department</i>	Community Health and Human Services
<i>Supervision Level:</i>	Supervisory	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Museum Manager
<i>Safety Sensitive / Drug Screen</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from the department director, and/or deputy director.

Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience in the implementation and coordination of health services and community outreach programming, including two (2) years of supervisory experience.
<i>Education:</i>	Bachelor’s degree from an accredited college or university with major coursework in public health, community health, population health, health education, health administration, social work, human services, public administration, or a degree related to the core functions of this position. Master’s degree preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To oversee the coordination and implementation of community health programs and initiatives that address the social determinants of health and improve resident health and wellbeing. To plan, organize, and manage the operations of the department’s community health programs and the citywide Opioid Response program and the related resources, staff, and external stakeholder relationships. To coordinate the execution of City Council strategic goals.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Participate in the selection and supervision of staff including hiring, coordinate training, correct deficiencies, and implement disciplinary action as necessary; accomplish objectives through innovative management techniques, promoting teamwork and continuous improvement.
- Develop and implement the Tempe's Opioid Response program's approved initiatives and strategies. Serve as the lead Opioid Response liaison and attend and participate in assigned city and community meetings. Serve as Tempe's primary contact for opioid program related matters.
- Lead opioid-related collaborative strategic planning efforts. Identify opportunities for integration and collaboration; and develop strategic relationships with internal and external partners, including community-based organizations, coalitions, the state and county health department, public safety organizations, local service providers, and community members with lived experience and others.
- Establish priorities for solving community health concerns by planning and developing programs that address the social determinants of health using data-driven, best practices in collaboration with impacted communities.
- Develop, implement, and evaluate program operations and services for performance, effectiveness, and efficiency. Recommend and implement operational improvements.
- Oversee the coordination and sharing of findings and recommendations from evaluations and assessments. Provide regular updates and reports on program performance as required by city leadership, funding entities, and to engage internal and external stakeholders.
- Develop and monitor program budgets and expenditures; manage and lead the reporting of all related grants and/or contracts. Responsible for preparing and submitting required fiscal reports in compliance One Arizona Agreement and other settlement requirements within specified timeframes.
- Assist with the development of the department operating and/or Capital Improvement Program (CIP) budget. Participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Develops and participates in the development, monitoring, and compliance of contracts specific to assigned programs;
- Research and apply for grant opportunities for additional resources and program expansion. Ensure program compliance with all relevant laws, regulations, ordinances, intergovernmental agreements, contracts, and grants; maintain awareness of new legal requirements, regulations and policy developments that may impact services to incorporate into programing as appropriate; consult with city attorneys on program issues.
- Establish and maintain positive working partnerships with City Departments and with representatives of public, education, non-profit, business and neighborhood organizations, and coordinate activities with other agencies and organizations to enhance program activities and service availability.

- Research, prepare and present comprehensive reports and recommendations to City Council, senior management, commissions, boards, residents, and external stakeholders to inform, cultivate support and awareness for Tempe’s Opioid Response and community health programs.
- Research policy issues on specific public health issues, or concerns and arrange meetings between community health partners and City staff when necessary. Serve as a technical resource for public health issues for City leadership and Departments.
- Stay updated on developments in public health and human services and evidence-based best practices by participating in local coalitions and community meetings, subscribing to listservs, attending webinars, researching other programs, and taking part in program activities offered by technical assistance providers.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT
(fill out Physical Job Evaluation Checklist)

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe’s competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective December 2024

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Community Health Programs Manager

Job Code: 665

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit			x	
Stationary / Stand			x	
Move / Traverse		x		
Machinery*	x			
Electrical*	x			
Power Tools*	x			
Hand Tools*	x			
Personal Protective Equipment*	x			
Respirator*	x			
Airborne Chemical Exposure	x			
Airborne Biological Exposure	x			
Computer Software				x
Physically handling of chemicals	x			
Indoors				x
Outdoors		x		
Around, in or on water	x			
Extreme Heat		x		
Extreme Cold		x		
Office Setting				x
Confined Spaces	x			
Excessive Noise**	x			
Heights	x			
Sewage Exposure	x			
Bodily Fluid or bloodborne pathogen exposure	x			
Bend / Stoop / Twist		x		
Crouch / Squat		x		
Kneel / Crawl	x			
Above Shoulder Level		x		
Below Shoulder Level		x		
Repetitive Arm Use		x		
Repetitive Wrist Use				x
Repetitive Hand Use				x
Climb Stairs / Ladders	x			
Neck Range of Motion		x		
Traverse Uneven Surface	x			
Traverse Even Surface	x			

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		x
Will this vehicle require a Commercial Drivers License?		x

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)		x
Distance (clear vision at 20 feet or more)		x
Color (ability to identify and distinguish colors)	x	
Depth Perception (three-dimensional vision, ability to judge distances and peripheral (ability to observe an area that can be seen up and down or to the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		x

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs	x	x	5-25lbs	x	x
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> - May require working extended hours. - May work alone for extended periods of time. - Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

***Hearing test is required*