

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, and vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of Los Angeles and 182 miles southeast of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

TO APPLY

Application materials should be returned to:

County of Mono, Human Resources
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov
www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

COMMUNITY HEALTH

PROGRAM COORDINATOR I/II

FINAL FILING DATE:

Open Until Filled

SALARY:

Level I Range 66
\$52,565 - \$63,894/year

Level II Range 70
\$58,022 - \$70,527/year

Equal Employment Opportunity Employer

THE POSITION

The Mono County Health Department is recruiting for the position of Community Health Program Coordinator I/II. This is a full-time position (40 hours per week), based in Mammoth Lakes. This position will initially manage the Tobacco Control Program, and additional public health programs in the future.

The Community Health Program Coordinator's duties may include, but are not limited to the following:

- Work in conjunction with Mono County staff and community partners to initiate, develop and maintain public health education programs.
- Utilize county, regional, state and federal resources to develop, implement, and evaluate public health programs in compliance with policy and procedures of the specific program.
- Co-write grant proposals and progress reports for the public health programs.
- Provide public outreach and represent the Health Department professionally in all facets of program functioning.
- Develop and present educational presentations to community groups and policy makers and interact with the public at events and meetings.
- Maintain accurate records of program objectives, implementation, and evaluation for reporting.
- Identify and network with community resources useful in implementing program activities.

QUALIFICATIONS

Knowledge of:

- Theories, principles, goals and objectives of public health education and prevention, program management, policy, systems and environmental change.
- Budget, program planning, implementation and evaluation management.
- All societal factors which impact health programs.

Ability & willingness to:

- Understand and apply pertinent local state rules, regulations and procedures to public health programs.
- Establish and maintain cooperative working relationships with staff, policy makers, public, and other community and public agencies and other local regional, state, and federal agencies.
- Speak in public and be comfortable with people of all ages, cultures, race/ethnicities, socio-economic backgrounds, genders, and temperaments.
- Communicate effectively in both oral and written forms.
- Organize workload and set priorities.
- Work independently as needed.
- Prepare and present reports.
- Maintain and organize records and files.
- Use social media, office equipment and Microsoft software programs.
- Support and follow the Public Health Department's goals, guiding principles, and Mission-Vision-Values Statement.

Minimum Requirements:

- **Level I:** Bachelor's Degree preferred from an accredited college or university with major course work in public health, health science, social science, or related field **-OR-** High school graduate or equivalent with 3 years work experience in a public health, social services, behavioral health or a related field.
- **Level II:** Level I experience **-AND-** 2 years work experience in a similar position including front line supervision.

THE EXAM PROCESS

PHASE 1: The exam process includes an application, resume, and cover letter describing your experience working on an advocacy issue and at least one outcome you are particularly proud of.

PHASE 2: The exam process will include an oral interview.

Photo: © Greg Newbry

