

PUBLIC HEALTH PREPAREDNESS DIVISION MANAGER

DEFINITION

Under direction of the Director of Public Health, plans, organizes and directs public health preparedness and response functions; coordinates and directs related programs and activities within the department; provides direction to professional, technical and support staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class has division level responsibility for the development, coordination and oversight of countywide public health programs relating to public health preparedness and response, including formulation of policy, development of goals and objectives, fiscal management, supervision of staff, and compliance with federal and state regulations. The incumbent is responsible for developing and implementing division goals, objectives, and standards, in addition to furthering Department and County goals and objectives.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists the Director of Public Health in planning, organizing, directing and coordinating activities and programs of the Public Health Department to ensure successful health preparedness and response; assists in establishing Department goals, policies and procedures in compliance with applicable laws and regulations.
- Provides guidance, direction, and oversight for communicable and infectious disease surveillance, analysis, investigation, and control activities.
- Analyzes policies, laws, regulations, pending legislation and state and federal directives regarding public health preparedness and response issues; recommends appropriate policy and program changes.
- Develops and implements management improvements and practices; makes recommendations on procedures, forms and work flow; coordinates methods and procedures to ensure achievement of department objectives related to public health preparedness and response.
- Works closely with related departments and officials of local, regional, state and federal agencies in developing and implementing programs related to public health preparedness and response.
- Consults with other County departments and outside agencies in problem resolution, program development and other services and activities involving mutual clients and programs.
- Directs the selection, supervision and work evaluation of assigned staff; provides for staff training and development; makes recommendations regarding discipline, as needed.
- Assesses the public health needs of the County and evaluates the effectiveness of existing programs; develops and implements new programs or modifies existing programs as needed.
- Conducts and integrates functions and activities of assigned programs; develops standards and methods of measurement of activities and work performance.
- Participates in program planning and the development of the annual budget; confers with subordinates in preparing the budget and in budgetary planning; identifies program funding sources; prepares or directs the preparation of grant applications and proposals to secure funding; participates in the development of required contracts.
- Oversees the County's compliance and reporting requirements associated with grant funding, and state and federal mandates.
- Represents the Department and County at regular state and regional meeting; attends local meetings of community groups; participates on a variety of interagency committees.
- Monitors the Department's effectiveness and undertakes any necessary management responses to improve effectiveness.
- Receives and responds to inquiries, concerns and complaints regarding services delivery.

QUALIFICATIONS

Knowledge of:

- o Administration principles and practices including goal setting, policy and objective development, work planning and budget.
- o Principles and practices of employee supervision including selection, training, evaluation and discipline.
- o Principles, practices and current trends in delivery of public health services.
- o Applicable local, state and federal laws and regulations.
- o Local, state and federal health and social services programs and agencies.
- o Community needs assessment, resources and organizations related to public health.
- o Clinical standards of practice, quality assurance and quality management functions.
- o Principles, techniques, and terminology used in epidemiologic studies.
- o Principles of infectious and communicable disease surveillance, investigation, analysis, and control.
- o Principles and practices of program management including planning and development, implementation, evaluation, quality control, fiscal management, identification of funding sources and grant proposal writing.
- o Principles and practices of contract development, administration, and monitoring.
- o Socio-economic and psychological factors that impact the effectiveness of public health service delivery.
- o Computer usage and business applications appropriate to support assigned work.

Skill in:

- o Planning, organizing, assigning, directing, reviewing and evaluating the work of staff directly or through subordinate supervisors.
- o Providing for training and professional development of staff.
- o Planning, organizing, administering and coordinating a variety of complex public health programs and services.
- o Interpreting, explaining and applying local, state and federal laws, regulations and policies governing public health practices and programs.
- o Obtaining and utilizing statistical and demographic information and data to determine public health needs.
- o Recommending comprehensive public health policies and programs based upon community needs, available resources, and County priorities and policies.
- o Identifying program funding sources.
- o Preparing or directing preparation of grant applications, proposals, contracts, and budgets.
- o Analyzing complex health problems and issues, evaluating alternatives, making sound judgments, and adopting effective courses of action.
- o Identifying the cultural patterns influencing community health practices.
- o Preparing clear and concise reports and other written correspondence and materials.
- o Dealing tactfully and effectively while representing the County in contacts with county officials, boards, commissions, community groups, other agencies, consumers, family members and the public.
- o Exercising sound independent judgment within established guidelines.
- o Reacting calmly and professionally in emergency or stressful situations.
- o Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid driver's license.

Education and Experience:

Equivalent to graduation from a four-year college or university with major coursework in public health, epidemiology, medicine, nursing, laboratory, human services or a related field, and three years of increasingly responsible management level experience in a public health, human services or a similar setting which has included administration, budget, policy and program development, and the direction of staff. A Master's degree in Public Health is highly desirable.

Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.