



DIRECTOR OF PUBLIC HEALTH

DEFINITION

Under administrative direction, assists with planning, organizing, managing, and providing direction for the operation of programs designed to monitor and assess the community's health and to address identified public health needs; ensures that division activities follow the essential public health services' framework; provides expert, professional assistance and direction to division staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director, Health and Human Services Agency. Exercises direct or general supervision over management, supervisory, professional, paraprofessional, technical, and administrative support staff either directly or through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for the development, oversight, and implementation of projects and programs of all activities and programs of the County-wide Public Health programs and services. The incumbent is accountable for accomplishing division and Agency goals and objectives, directs the enforcement of federal, state and local health laws and regulations, and combating and preventing the spread of communicable diseases. Successful performance of the work requires knowledge of public policy; fiscal management; and applicable laws, codes, regulations, and ordinances. Responsibilities include assisting with the coordination of the activities of the division with those of other County divisions and departments and outside agencies.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, directs, reviews, and evaluates Public Health programs, services, and related activities, including communicable disease, clinics, emergency preparedness, health and wellness, vital statistics, California Children's Services, Child Health and Disability Prevention, maternal child health, HIV/AIDS, tobacco control, Substance Abuse prevention, children's and adults' oral health, immunizations, Women Infants and Children, etc.
- In collaboration with the Public Health Officer, takes appropriate measures to prevent and control epidemics; develops and implements orders, rules and regulations for quarantine or isolation required by the State Department of Health Services; takes measures to prevent the spread of diseases or any other contagious, infectious or communicable disease made reportable by regulation to the State Department of Health Services.
- Participates in the development and implementation of goals, objectives, policies, procedures, and work standards for the assigned division.
- Plans, organizes, directs, and evaluates assigned programs and activities to ensure the provision of effective and efficient services to the community, including efforts to improve community health.
- Prepares and administers budgets for the Public Health Division; assists with forecasting additional funds needed for staffing, equipment, and supplies; and monitors and approves expenditures.
- In collaboration with the Public Health Officer, analyzes pending legislation affecting the Agency and recommends appropriate policy and program changes.

- Directs the selection, supervision, and work evaluation of assigned staff and provides for their training and development; makes recommendations regarding discipline, as needed.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Health Division; prepares and administers the division's budget and reviews spending plans for conformance with state allocations.
- Plans, organizes, coordinates and directs, through subordinate managers and supervisors, public health functions of the County.
- Develops and implements management improvements and practices in the division; makes recommendations on procedures, forms, and work flow; coordinates methods and procedures to ensure achievement of division objectives.
- Provides for the selection, work review and professional development of staff; reviews, evaluates and monitors the work of subcontractors, as necessary.
- Monitors health programs and activities to ensure compliance with applicable federal, state, and local laws, regulations, and contract provisions.
- Directs the preparation of a variety of studies and reports relating to current and long-range public health service provisions within the County.
- Oversees the application for and monitoring of grants within divisions; reviews the scope of work, budget, and periodic reports for all grant programs.
- Represents the County in meetings with state and federal licensing, regulatory, funding, and other agencies and groups related to Public Health programs.
- Directs the preparation of and personally prepares a variety of reports or presentations for County management or outside agencies.
- Prepares, directs the preparation of, and reviews periodic and special reports to a variety of state agencies for health issues such as health promotion, epidemiology, oral health, and other grant programs.
- Coordinates the work of the division with that of other divisions, departments, outside agencies, and individuals.
- Monitors developments related to health promotion and public health matters, evaluates their impact on County programs and operations and recommends policy and procedural improvements.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and administration, and employee supervision.
- Applicable state, federal, and local guidelines and laws regulating Public Health programs, communicable disease control, hospital operations, and programs to help people with insufficient means receive care.
- Administrative principles and practices including goal setting, policy and objective development, work planning, and budget principles and practices.
- Essential public health functions and their applicability to a local public health agency.
- Organization of county government and the relationship between the city and state governments.
- Epidemiologic principles and practices.
- Principles and practices of program management, including development, funding sources, grant proposal writing, planning, monitoring, evaluation, quality control, fiscal management, and administration.
- Principles and practices of employee supervision, including selection, training, evaluation and discipline.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, administer, and coordinate a variety of complex Public Health programs and services.
- Plan, organize, direct, review, and evaluate the work of staff directly or through subordinate supervision.
- Provide for the training and professional development of staff.
- Identify program funding sources and prepare or direct preparation of grant application proposals, contracts, and budgets.
- Interpret, explain, and apply laws, regulations, and policies relating to Public Health practices and programs.
- Analyze complex problems, evaluate alternatives, and make sound judgments and recommendations.
- Review and assess the technical quality of work produced for delivery outside the division, such as presentation of epidemiologic findings or health-promotion program status reports.
- Identify health-inequity issues among subpopulations in the county and develop means to address them.
- Develop goals and objectives; plan, coordinate, implement, and evaluate the effectiveness of Public Health programs.
- Prepare clear and complete reports and other written correspondence.
- React calmly and professionally in emergency or stressful situations.
- Effectively represent the Agency and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Equivalent to graduation from a four-year college or university with major coursework in public administration, public health, health science, health administration, sociology, psychology, social work, counseling, behavioral sciences, or a closely related field.

AND

Four (4) years of full-time supervisory or managerial experience in a public health or similar setting, which included program planning, development, and administration.

A master's degree in public health is highly desired.

Licenses and Certifications:

Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

Possession of certificate in Public Health is desired.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting, or clinical setting, and use standard office equipment, including a computer, and medical equipment; vision to assess emergency situations, including medical incidents and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Depending on assignment, standing in work areas and walking between work areas may be required, and travel to visit various cultural, physical, behavioral, and environmental settings may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office and medical equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels and controlled temperatures, and may occasionally work outdoors and be exposed to loud noise levels and cold and/or hot temperatures. Incumbents may be exposed to blood and body fluids in the performance of their assigned duties. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Incumbents may be required to work evenings, weekends, and on-call hours.