

## HEALTH DIRECTOR

### NATURE OF WORK

This is responsible professional and administrative work planning, coordinating, supervising and evaluating all activities and programs of the City/County Health Department. This position is in the unclassified service, reports to the Mayor with the Board of Health providing policy development and assessment, and serves "at will." This position also has a reporting responsibility to the County Board of Commissioners for county functions and funds.

Work involves responsibility for supervising subordinate division heads engaged in various program activities which may include administrative functions, public health nursing, environmental health, public health education, dental health, animal control, communicable disease prevention, epidemiology, and laboratory analysis. The Health Director acts as technical advisor to the Mayor, City Council, County Board of Commissioners and City and County officials on health-related matters. Work also involves developing large-scale public health programs designed to promote health and prevent and control disease within the community; supervising and analyzing the collection, tabulation and analysis of health data, and vital statistics to aid in the solution of local health problems; reviewing, evaluating and developing goals, policies and procedures governing various health department programs; and preparing and administering the departmental budget as well as monitoring budgetary expenditures. General administrative direction is received from the Mayor with work being reviewed in the form of total job performance and effectiveness of public health programs within the community.

### EXAMPLES OF WORK PERFORMED

Supervises subordinate division heads engaged in various program activities which may include public health nursing, environmental health, public health education, dental health, animal control, communicable disease prevention, , epidemiology, analysis and reporting of community health data, and laboratory analysis.

Reviews, evaluates and develops goals, policies and procedures governing various Health Department programs.

Develops public health programs designed to control disease and minimize morbidity and mortality and to promote the general health of a diverse community.

Directs the collection, tabulation and analysis of health and vital statistics within the community to aid in the solution of local health problems.

Directs the preparation and administration of the departmental budget as well as monitors budgetary expenditures.

Directs the administration of employee selection, retention, supervision, development and evaluation.

Collaborates with the Mayor, Board of Health, City Council, County Board of Commissioners, Division Chiefs, departmental staff, other City and County Department Heads and community agencies as needed.

Performs related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge of the principles and practices of health planning, organization and administration as they apply to the operation of a county-wide Health Department.

Extensive knowledge of the current approaches to the control of preventable disease and epidemiological methods in disease and injury prevention.

Extensive knowledge of community health resources as they pertain to programs, facilities and personnel of a county-wide Health Department.

Extensive knowledge of varied funding sources including federal, state and local funding in addition to user fee and permit based service delivery.

Extensive knowledge of environmental health, including indoor and outdoor air quality, onsite water and wastewater systems, disease prevention and pollution prevention.

Extensive knowledge of code enforcement and legal actions necessary to accomplish the Department's work.

Ability to make professional and administrative decisions within the framework of City and County policies, rules and regulations.

Ability to interpret federal, state and local regulations and laws that pertain to the work of a county-wide health department.

Ability to plan, assign and coordinate the work of subordinate professional and support staff members engaged in various public health programs.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with public officials, subordinates and the general public.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited school of medicine with emphasis in public health and extensive experience in the total administration of a city or county health department.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with major coursework in business or public administration or related field supplemented by a Master's Degree in public health administration and four years of experience in the supervision and administration of a public health program or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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