

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".

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, preventable disease control 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, 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, preventable disease control 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 Mayor, Board of Health, City Council, County Board of Commissioners, Division Chiefs, departmental staff, other City Department Heads and community agencies as needed.

Performs related work as required.

DESIRABLE KNOWLEDGES, 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 environmental health, including indoor and outdoor air quality and pollution prevention.

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

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 course work in business or public administration or related field supplemented by a Masters Degree in public health administration and considerable experience in the supervision and administration of a public health program or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

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