

Monroe County

JOB DESCRIPTION

CLASS TITLE: PUBLIC HEALTH DIVISION DIRECTOR – PERSONAL HEALTH

DEPARTMENT: Health

FLSA STATUS: Exempt

JOB SUMMARY: Management position under the general supervision of the Health Officer; participates in policy making and program development with other administrative personnel; directs, plans, organizes, administers, evaluates and manages public health related programs; exercises independent judgment; directs administrative, professional and clerical employees; maintains ongoing communications with individuals and institutions in the community; performs related duties as required.

EXAMPLES OF DUTIES:

Essential Duties:

- Develops and implements Divisional goals, objectives, policies, procedures and work standards and assures that all are in conformance with those set for the Department and coordinates the work of the division with other departmental activities.
- Coordinates the preparation of and administers program budgets; works with departmental finance staff to monitor expenditure of funds and to ensure all are within budgetary and programmatic guidelines.
- Plans, assigns, directs, reviews and evaluates the work of professional and support staff; selects personnel and directs their training in work processes; interprets applicable federal and state laws and regulations and County policies to subordinates.
- Confers with and works in a team setting with other managers to coordinate public health resources and service delivery to individuals and groups in the most efficient and effective manner.
- Provides leadership and staff support to policy boards committees and workgroups, confers with members regarding program goals, policies and activities; implements departmental policies per applicable laws, regulations and guidelines.
- Develops, monitors and evaluates program services and activities; plans and recommends ways of extending coverage within limits; researches and develops funding sources and prepares grant and other proposals.
- Represents the division and the County in contacts with governmental, public health agencies, medical organizations, community groups, businesses and others to locate and

mobilize resources, encourage support for programs and positive community relations; makes presentations and responds to the media as required.

- May represent the department in negotiations with state and federal agencies regarding policies, issues and contract language; negotiates and monitors contracts with service providers; ensures that contract and program provisions are met.
- Conducts a variety of studies, analyzes information, evaluates alternatives and makes recommendations; prepares narrative and statistical reports of findings; monitors legislation and professional developments for possible programmatic changes.
- Provides technical advice and assistance to staff; resolves problems and makes specific suggestions for action.
- Analyzes and interprets the impact of legislative activity, regulatory language, state department and other agencies, polices and procedures on the operations of the Monroe County Health Department.
- Directs the development of news releases, reports, manuals, newsletters, pamphlets, posters and other materials relevant to public health issues and Health Department activities.
- Collaborates with educational institutions in developing suitable practice areas for public health experience for students.
- Maintains accurate records and files; prepares reports, records, correspondence and other written materials; ensures that reports are submitted to appropriate agencies and departments in a timely manner.

EMPLOYMENT QUALIFICATIONS (Knowledge, Skills and Abilities):

Knowledge of:

- Principles, practices and program parameters related to various areas of public health and divisional services.
- Principles and practices of service program development and service delivery to varied populations.
- Principles and practices of employee management.
- Principles and practices of budget development and administration, including multiple budgets and varied funding sources.
- Funding sources and community resources for support of health programs and activities.
- Functions and practices of policy-making boards and commissions.
- Applicable laws, regulations, policies and procedures.
- Research, data analysis and report preparation techniques.
- Computer applications related to the work.
- Appreciation of the contribution of the multi-disciplinary group in public health;

Skill in:

- Planning, organizing and directing a specified health program and related activities.
- Planning and the work of others and training others in work procedures.
- Interpreting, applying and explaining complex laws, policies and regulations.
- Negotiating and monitoring contracts and resolving conflicts.
- Setting priorities, coordinating multiple projects and meeting critical deadlines.
- Using sound, independent judgment within established policy and procedural guidelines.
- Preparing clear, concise and effective written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to:

- Exercise leadership;
- Recognize the needs and concerns of people and to maintain constructive relationships in dealing with them;
- Communicate effectively both orally and in writing;
- Attend work regularly and work under stressful conditions.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

PHYSICAL DEMANDS:

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone; may drive a County or personal vehicle in the course of the work.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION & EXPERIENCE:

Licensed Nurse in the state of Michigan required. Bachelor Degree required, Master’s Degree in Nursing or related field preferred, including four (4) years experience related to the delivery of health services or related work, at least two (2) of which have been in a managerial or administrative capacity or an equivalent combination of education and experience.

LICENSE AND/OR REGISTRATION:

Must have a valid driver’s license and the use of a vehicle during working hours. Specific professional license and/or registration, necessary as dictated by the Michigan Public Health Code and specific State guidelines and/or rules and/or by Monroe County and Monroe County Health Department policies and standards. Examples, dependent on position and duties, include, but are not limited to possession of:

- Current Sanitarian Registration in the State of Michigan or National Environmental Health Association Sanitarian Registration; or

- Current license to practice as a Registered Nurse in the State of Michigan; or
- Other, as appropriate for position/duties.