

ASSISTANT HEALTH DIRECTOR

NATURE OF WORK

This is highly responsible professional, administrative and supervisory work planning, organizing and assisting with the activities of the Health Department.

Work involves assisting the Health Director with a broad scope of administrative and leadership duties within the Department; interacting with other departments, outside agencies and the general public; and assisting in departmental policy development, implementation, assurance and assessment. Interacts with the Mayor's Office, City Council, County Commissioners, Board of Health and other health care services personnel as requested. Work is performed under the general supervision of the Health Director with work being reviewed in the form of conferences, reports, and review of goals achieved. Supervision is exercised over subordinate professional, supervisory, technical, and clerical employees. An employee in this class is expected to be an effective leader, exercise considerable, independent judgement and take personal initiative within the framework of established law, policy, regulation, mission, and strategic plan.

EXAMPLES OF WORK PERFORMED

Assists the Health Director in the development and implementation of departmental responsibilities.

Coordinates with the Health Director and Board of Health on individual or population-based health implications.

Oversees Department efforts to meet the on-going requirements of National Public Health Accreditation including annual reviews and re-accreditation.

Oversees departmentwide strategic planning and implementation for the development of strategies and priorities for the department.

Assures that projects are implemented consistent with health equity principles, core public health functions and the Department's mission.

Assists in the development and administration of the Department's budget.

Assists the Health Director in coordination of work among divisions, other City departments, outside agencies, the media and the general public as requested.

Recommends implementation of programs, resources and training in efforts to meet the Department's goals.

Assists with public health policy development; works with legal and health professionals, and regulatory authorities to ensure projects and programs are conducted within acceptable parameters.

Oversees development and implementation of the Community Health Assessment, Community Health Improvement Plan, Workforce Development, Quality Improvement, and assures health equity is at the basis of the plans.

Oversees the coordination of the Board of Health Annual Report and Board of Health Annual Meeting.

Serves on community coalitions, boards, or committees as requested.

Maintains familiarity with community agencies and their role with the department and with the health system.

Supervises subordinate staff.

Represents the Department at state and national meetings as assigned by the Health Director.

Acts for the Health Director in their absence when assigned.

Maintains regular and reliable attendance.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of public health administration as they apply to the operation of a county-wide health department.

Thorough knowledge of the operational characteristics, services and activities of a comprehensive public health program.

Thorough knowledge of federal, state and local directives and legislation pertaining to public health and health department administration.

Considerable knowledge of social and behavioral sciences as they relate to health, wellness and diseases.

Considerable knowledge of the principles and practices of municipal budget preparation and administration.

Ability to manage, direct and coordinate the work of management, supervisory and professional staff.

Ability to serve as spokesperson for the Department on public health issues, policies and needs to Mayor's Office, Board of Health, City management, City Council, County Commissioners, various groups and agencies and the general public.

Ability to communicate clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work including City, County and other governmental officials, community groups and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's Degree in public health, public health administration, public or business administration or related field and four years of experience developing, implementing and monitoring public health programs and two years of experience in a supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.