

PUBLIC HEALTH INFORMATICS AND PLANNING MANAGER

NATURE OF WORK

This is responsible professional, administrative and supervisory work coordinating the activities of the Public Health Informatics and Planning Division.

Work involves programmatic oversight and primary responsibility for leading, directing, and supervising epidemiology, communicable disease, information management and technology and emergency preparedness. This position reports to and receives direction from the Health Director and is responsible for the division budget and personnel management. Work is performed with considerable independence and is reviewed through conferences and results achieved. Supervision is exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Supervises the activities in the epidemiology and emergency preparedness programs including assigning work to subordinate staff, interviewing applicants for employment, and evaluating employee performance.

Analyzes and evaluates data, information and outcomes to determine the effectiveness of division planning, tools, programs and activities to support community health goals.

Collaborates with local, State, and national public health officials regarding emergency preparedness plans and programs; oversees implementation and evaluation of the local health department emergency preparedness response system.

Serves on committees and working groups to assist with development, implementation, and evaluation of department wide and community programs.

Provides oversight to the Community Health Assessment process.

Plans and develops the division budget and monitors expenditures; assures fiscal oversight and management of grant funded programs.

Develops strategic plan, program goals and objectives for public health informatics, community health data surveillance and analysis, and technology and knowledge management for the division and department to improve the effectiveness of services provided.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles and practices involved in the delivery of epidemiological and information management/technology services as they apply to public health.

Thorough knowledge of planning processes and techniques.

Through knowledge of the principles and practices of public health administration.

Thorough knowledge of informatics, systems analysis and related functions.

Knowledge of budget preparation and budget management.

Ability to analyze problems and statistical data and implement improvements in program operations.

Ability to establish and maintain cooperative working relationships with the public, other governmental agencies and co-workers.

Ability to plan, assign and coordinate the work of professional, technical and clerical personnel.

Ability to make professional and administrative decisions within the framework of department policy.

Ability to present ideas concisely and effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's Degree in public health administration, informatics, epidemiology, biostatistics, public of business administration or related field and four years of experience developing, implementing and monitoring public health programs and managing complex information and data systems 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.