



CLASSIFICATION NO. 531

Established: 8/12

Retitled: 12/22

FLSA: Exempt

EEO: 2

PUBLIC HEALTH DIVISION DIRECTOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize and direct the services, operations, fiscal and administrative functions of the Public Health Division; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Public Health Division within the Department of Health, Housing and Human Services promotes and protects the health of County residents through population-based programs and services. These include immunizations, prenatal care and family planning services provided in conjunction with the County's Federally Qualified Health Clinics (FQHC). Other services include nutrition education and support through WIC, emergency planning and response, vital records, community engagement to identify and address health problems, communicable disease control and food safety measures.

The Public Health Division Director is responsible for planning, coordinating and monitoring a comprehensive public health system in accordance with revenue and expenditure limitations and legal guidelines. This position oversees services designed to prevent, identify and control communicable diseases and other health hazards in the community, and to promote health behaviors and community environments.

The Public Health Division Director reports to the Director of Health, Housing and Human Services. It differs from the FQHC Director which is responsible for a comprehensive system of health care services including primary care and school-based health centers.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees the development and implementation of public health policy; develops, recommends, and implements new and revised rules, policies, procedures, goals and priorities to respond to Division needs; coordinates the development of program plans and assures compliance with Federal and State statutes, rules and requirements.
2. Plans and provides general oversight to various public health programs and services; ensures ongoing program evaluation, reporting and quality improvement; oversees the development of new programs and initiatives and the engagement of community members in planning and implementing community health initiatives.

3. Oversees the development of annual and supplemental budgets for state mandated programs; oversees the monitoring of revenues and expenditures for public health programs; directs and oversees research for alternative funding sources, including grant preparation.
4. Monitors public health data collection and community assessment; reviews written reports to ensure grant requirements are met; analyzes statistics to identify productivity standards and costs; manages quality assurance for public health program requirements; develops and oversees performance management and quality improvement processes.
5. Hires and directs professional, supervisory, and support staff to provide quality service to clients and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
6. Participates in state and local organizations and task forces to promote and coordinate public health programs; serves as liaison and technical advisor to other County departments and divisions, government agencies and the community; advocates for health policy; provides leadership facilitation, consensus building and collaboration with stakeholders, community partners and citizen groups.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of public health services and administration; federal, state and local statutes and regulations governing the provision of public health services; Federal and Oregon Health Authority rules and regulations; principles and techniques of personnel management and organizational processes and design; development and administration of budgets and grants; participative management theories.

Working knowledge of: Research methodologies, techniques of data collection and statistical analysis and applied data based decision making techniques; office equipment, including personal computers and software programs.

Skill to: Communicate effectively, both orally and in writing and prepare and deliver oral presentations to public and private groups; organize, direct, train, evaluate and discipline management, supervisory, professional, technical and administrative staff; produce measurable outcomes using applicable data and participatory management strategies within budgetary limits and time constraints; plan and organize personnel, equipment and budgetary resources to achieve program goals, objectives, quality improvement, productivity and effectiveness; interpret and apply principles and practices of management; analyze problems and identify alternative solutions; develop and maintain effective working relationships with County personnel, other agencies, community groups and the public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.