

DEPUTY HEALTH OFFICER

GENERAL STATEMENT OF DUTIES: Under general direction of the Medical Health Officer, assists the Medical Health Officer in the administration and oversight of public health programs for the County; provides health policy consultation on health issues and sentinel health event responses in collaboration with the Medical Health Officer to department staff, citizens, public officials, community organizations, agencies and staff. Appointed by and works at the pleasure of the Medical Health Officer.

STATEMENT OF TASKS:

- Assists the Medical Health Officer in planning, organizing, directing, and evaluating the oversight of public health programs;
- Assists in assuring enforcement of applicable public health, environmental health, and sanitation orders, ordinances, and statutes;
- Assists in developing, approving, and implementing protocols and standardized procedures for internal quality assessment, control, and improvement;
- Participates in analysis of legislative changes; evaluates, develops, and implements public health policies, programs, and procedures;
- Serves as an advocate to promote public health policies which benefit the County;
- Assists the Medical Health Officer in serving as a County liaison in public health matters to the State, other local health jurisdictions, community agencies or organizations, public officials, and representatives of other agencies;
- Addresses community groups and professional associations and participates in health education programs;
- Assists in obtaining grant funding to support or enhance public health programming for County residents;
- As delegated by the Medical Health Officer, regularly communicates status of health department initiatives and sentinel events to local media outlets via written, oral, and on-camera communication;
- Develops and oversee a robust relationship with local Master of Public Health programs and students to enhance collaboration and provide opportunities to support local students in preparing for the public health workforce;
- Serves as the point of contact for city, village, and township mayors, supervisors, and other officials;
- Serves as the point of contact for school district superintendents and school board members;
- Assists in directing health policy for the County;
- Supervises assigned staff;
- May act in the absence of the Medical Health Officer;
- Performs other related work as required.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

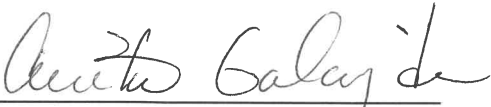
- Knowledge of functions and services of local public health agencies;
- Knowledge of accepted epidemiologic practices concerning the prevention and control of communicable diseases and other common public health programs;
- Knowledge of epidemiological principles and studies;
- Knowledge of laws and regulations governing local public health agencies;
- Knowledge of inter-relationships of services among local public and other agencies and organizations;
- Knowledge of principles of public health administration;
- Knowledge of principles and techniques of supervision and training, such as organizational behavior and continuing education of professionals;
- Ability to plan, organize, and direct a broad range of public health programs;
- Ability to exercise initiative, ingenuity, and sound judgement in solving difficult technical, administrative, and public health problems;
- Ability to effectively supervise and manage staff;
- Ability to develop and direct the implementation of improvements to enhance the effectiveness and efficiency of public health services and programs;
- Ability to establish and maintain effective working relationship with representatives of community services, groups, and professional organizations, local and state representatives, and the public;
- Ability to participate in analyzing, evaluating, planning, and implementing public health programs;
- Ability to understand and relate to others the aims, concepts, and principles of public health;
- Ability to coordinate public health programs and service activities with other divisions and departments;
- Ability to develop and lead effective teams to address significant public health and operational issues;
- Ability to prepare clear and concise written and oral reports;
- Ability to speak effectively before large groups, including media personnel.

DESIRED QUALIFICATIONS:

Minimum of four (4) years of public health experience
-AND-
Master's degree in public health.

SPECIAL REQUIREMENTS:

Possess a valid Michigan Driver's License;
Availability to work weekends, holidays an unusual hours.



Human Resources Director

Established: January 11, 2021

