

## MEDICAL HEALTH OFFICER

GENERAL STATEMENT OF DUTIES: Provides professional direction in the formulation of medical public policy and program operations as well as planning, implementation and evaluation of a public health program designed to prevent disease and disability and to promote health.; Develops and carries out medical policies related to medical specialty judgements; Provides medical consultation to professional, paraprofessional and technical staff; Provides quality assurance and clinic support to various health programs; Requires independent judgment with considerable consequences for error; Performs related duties as required; Appointed by and works at the pleasure of the Board of Commissioners.

### STATEMENT OF TASKS:

#### MEDICAL:

Assists in policy making, planning and evaluation of health services in Genesee County;  
Carries out departmental policies, solves problems and provides assistance as necessary;  
Assists in the preparation of the departmental budget;  
Determines the need for epidemiological intervention in applicable situations;  
Acts as spokesperson for the department on public health issues;  
Acts as a consultant for staff nurses, paramedics, sanitarians, and clinic and community physicians on medical matters;  
Writes, reviews and updates all standing orders as necessary;  
Reviews and authorizes the purchase of pharmaceutical drugs and biologics;  
Keeps current on all medical literature pertinent to public health activities;  
Provides in-service for health department staff and medical community at-large regarding current public health trends and literature;  
Reviews all programs, program plans, pamphlets and handout sheets for medical content and accuracy;  
Reviews all physician contractual agreements;  
Participates actively in the planning, supervision and evaluation of clinic physicians, laboratory personnel, nurse practitioners and other clinically-focused professionals as directed;  
Develops, initiates and oversees all professional medical policies governing examination, diagnosis, care and treatment of patients;  
Observes general medical conditions and inspects operations for propriety and efficiency;  
Maintains medical liaison with community physicians and other health personnel, institutions and organization on public health matters;  
Oversees medical report generation for the health department;  
Examines, diagnoses and treats clients in County clinics as required;  
Provides clinical services as necessary to support departmental activities.

**ADMINISTRATIVE:**

- Plans, develops and administers the activities of the Public Health Department and its component programs;
- Formulates and implements programs and policies relating to the operation of the department in such areas as organization, personnel utilization, budget and other significant management areas;
- Establishes program priorities, procedures and practices;
- Insures enforcement of state laws and County regulations pertaining to Public Health;
- Insures the coordination of Public Health programs and activities with a variety of other governmental, voluntary and non-profit health agencies to insure comprehensive and cooperative health services;
- Plans and organizes and directs the professional and non-professional activities of the local health department;
- Directs the delivery of public health services to the community and coordinates the delivery of such services with other health, social and community service organizations;
- Cooperates with lay groups, state and other local governmental agencies in the development of legislative proposals relating to public health;
- Prepares program plans and budgets for consideration of the Board of Commissioners with provisions made for appropriate medical specialty judgment;
- Advises the County Board and general population as to continuing health risks, and issues appropriate orders to avoid, correct or remove any condition which violates health laws.

The class specification 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:**

- Extensive knowledge of modern principles and practices of medicine with emphasis on the diagnosis, treatment and control of contagious disease;
- Extensive knowledge of state and local laws, codes and regulations pertaining to public health;
- Considerable ability in the area of professional leadership demonstrated through initiative, resourcefulness and accomplishment;
- Considerable ability to exercise independent judgment and initiative in analyzing problems and recommending solutions, and to cope with difficult situations in accordance with established policy and procedure;
- Considerable ability to communicate orally and in writing and to exercise independent judgment and initiative in analyzing problems and recommending solutions;
- Considerable ability to related to people and supervise the work of others in the promotion of the mission of the health department.

Medical Health Officer

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (cont):

Considerable knowledge of current social and economic problems pertaining to public health;

Thorough knowledge of the current developments in the field of public health;

Thorough knowledge of the principles and practices of public administration;

Ability to administer, plan, implement and evaluate large-scale public health programs;

Ability to work effectively with associated staff, other para-professionals and the public;

Ability to communicate effectively in writing and orally including the ability and willingness to conduct meetings and make group presentations.

MINIMUM QUALIFICATIONS:

Physician licensed to practice medicine in Michigan as a M.D. or D.O. **-AND-** Licensed by the State of Michigan Pharmacy Board as a dispensing provider,

**-AND-**

ONE of the following

Is board certified in preventative medicine or public health;

**-OR-**

Has an M.P.H. or M.S.P.H. degree and not less than two (2) years public health practice;

**-OR-**

Three (3) year public health practice and 24 graduate credits acceptable toward a public health degree.

  
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Human Resources Director

Established: September 9, 2020