

Quality, Licensure & Emergency Response Administrator (QLER)

GENERAL STATEMENT OF DUTIES: Under general direction of the Medical Health Officer, responsible for quality improvement, licensure, and joint emergency responses involving coordination of multiple departments. Assists the Medical Health Officer in the administration and oversight of internal public health training programs to promote a well-prepared workforce; provides environmental health policy consultation on health and licensure issues; identifying issues, enforcing regulations, and analyzing hazards to optimize safety and health in the community. Appointed by and reports to the Medical Health Officer.

Working with each division director, the QLER administrator will ensure transparency, compliance with training requirements, and excellence in meeting public health regulations for a variety of public health programs and services, lead re-occurring accreditation at the state level, with the goal of National Accreditation within three years. This position provides principal supervision of the health department emergency preparedness staff, and interfaces with county EMS as needed to respond to public health emergencies particularly arising from environmental hazards or exposures.

STATEMENT OF TASKS:

Under the guidance of the Medical Health Officer, plans, directs, and evaluates the oversight of public health programs, particularly regarding licensing and accreditation;

Assures training supporting and transparency of enforcement of applicable public health, environmental health, and sanitation orders, ordinances, and statutes;

Provides principal supervision for laboratory, emergency preparedness programs, and other programs as assigned;

Under the guidance of the Medical Health Officer, develops, and implements protocols and standardized procedures for internal quality assessment, control, and improvement;

Participates in analysis of legislative changes regarding environmental health, including evaluation, development, and implementation of public health policies, programs, and procedures;

Serves as an advocate to promote public health policies which benefit the County;

As directed by the Medical Health Officer, serves 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, professional associations and participates in health education programs;

Assists county departments 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;

Develop and support a robust relationship with local Master of Public Health or Master of Public Health Administration programs and students to enhance collaboration and provide opportunities to support local students in preparing for the public health workforce;

Acts for the Health Officer when authorized.

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 may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of functions and services of local public health agencies;

Knowledge of best practices of environmental health concerning the development and maintenance of related departments, prevention and control of communicable diseases, and other common public health programs;

Knowledge of licensure of environmental health programs for both public and private organizations in food protection and safety, water protection, air quality, noise, industrial and land pollution, sewage disposal, hazardous and toxic substances, solid waste management, and institutional health;

Knowledge of quality improvement/assurance programming to use an identified set of standards or metrics to review the performance of local public health departments;

Knowledge of laws and regulations governing local public health agencies;

Understanding 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 training program development and continued education;

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, community-based organizations, state, and local public health 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;

Ability to attend work regularly and work under stressful conditions.

DESIRED QUALIFICATIONS

Master's Degree in Public Health **-AND-** Four (4) years of public health experience.

-OR-

Master's Degree in related field **-AND-** Bachelor's degree in Environmental Health Science.


SPECIAL REQUIREMENTS

As a condition of employment, the incumbent will be required to possess the following:

Licenses/Certifications:

1. Valid Michigan Driver's License
2. Michigan Registered Sanitarian

Must be willing to work irregular hours including evenings, holidays and weekends as needed.



Human Resources Director

Established: February 16, 2021