

ADMINISTRATIVE HEALTH OFFICER

GENERAL STATEMENT OF DUTIES: Administrative officer of the County's Public Health Department responsible for the planning, implementation, and evaluation of a public health program designed to prevent disease and disability and to promote health. The work requires independent judgment with considerable consequence of error. Supervises a large and varied staff of professional, managerial, administrative and service employees.

STATEMENT OF TASKS:

- 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 represented by the Medical Director;
- 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 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:

- Extensive knowledge of public health theory and practices;
- Extensive knowledge of the laws, codes and regulations 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;

ADMINISTRATIVE HEALTH OFFICER

Page 2

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

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:

M.P.H. or M.S.P.H. degree and three (3) years of full-time public health administrative experience;

-OR-

Related degree and five (5) years of full-time public health administrative experience;

-OR-

Bachelor's degree and eight (8) years of full-time public health experience, five (5) years of which shall have been in the administration of a broad range of public health programs.

Established: November 25, 1985

Revised January 30, 2009



Human Resources Director