

PUBLIC HEALTH DIVISION DIRECTOR

GENERAL STATEMENT OF DUTIES: Highly responsible administrative position in the Health Department; participates in policy making and program development with other administrative personnel; directs, plans, organizes, administers, evaluates and supervises public health related programs; exercises independent judgment; supervises administrative, professional and clerical employees; maintains ongoing communications with individuals and institutions in the community; works under the general supervision of the Administrative Health Officer; performs related duties as required.

STATEMENT OF TASKS:

Provides program oversight, direction and coordination, financial and personnel management;

Coordinates annual budget review and preparation;

Provides direction for personnel in accordance with County and departmental policies, procedures and contracts;

Participates in the development of departmental goals and policies;

Identifies unmet needs and participates with other community agencies in the development of plans and activities to address those needs;

Represents the department in contacts with other governmental and voluntary agencies and with the private sector concerning public health needs and services;

Analyzes and interprets the impact of legislative activity, regulatory language, state department and other agencies, policies and procedures on the operations of the Genesee County Health Department;

Supervises the development of news releases, reports, manuals, newsletters, pamphlets, posters and other materials relevant to public health issues and Health Department activities;

Coordinates the work of the divisions with other departmental activities;

Monitors and evaluates the performance of activities and staff;

Collaborates with educational institutions in developing suitable practice areas for public health experience for students.

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:

Comprehensive knowledge of public health programs, public health nursing and public health sciences, particularly epidemiology, biostatistics and public health administration;

Comprehensive knowledge of community organizations;

Working knowledge of research methods;

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (continued):

Working knowledge and appreciation of the contribution of the multi-disciplinary group in public health;

Ability to exercise leadership;

Ability to recognize the needs and concerns of people and to maintain constructive relationships in dealing with them;

Ability to communicate effectively both orally and in writing;

Ability to attend work regularly and work under stressful conditions;

MINIMUM QUALIFICATIONS

Master's degree in Public Health, Health Services Administration, Nursing Administration, or Public Administration;

and

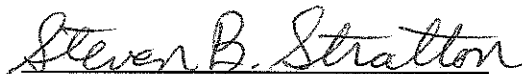
Four (4) years experience related to the delivery of health services, at least two (2) of which have been in a supervisory or administrative capacity.

Additional Requirements:

Must have a valid driver's license and the use of a vehicle during working hours.

Established: September 18, 1996

Revised: September 8, 2000



Human Resources Director