

PUBLIC HEALTH SUPERVISOR

GENERAL STATEMENT OF DUTIES: Performs professional duties involving the planning, coordination, development and implementation of public health programs under the direction of the Public Health Division Director; assists in the monitoring and evaluation of program activities; supervises and trains subordinate employees; performs related duties as required.

STATEMENT OF TASKS:

Supervises staff in delivery of public health programs;
Plans for area and program needs and communicates same to Division Director;
Compiles and interprets statistics on public health needs of the community, in relation to program supervised or directed;
Keeps abreast of State laws, local ordinances, county procedures and policies, contracts, departmental policies and procedures as they relate to public health activities;
Monitors and evaluates status of all programs and prepares necessary reports;
Participates in the preparation of program budgets and review of expenditure reports;
Makes presentations and meets with outside groups and organizations regarding programs and public health concerns;
Prepares newspaper articles and other information for dissemination to the public;
Provides input into program goals, projected outputs, and is responsible for supervising staff to meet these goals;
Provides input into policies and procedures and public health programs.

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:

Thorough knowledge of the principles of public health nursing, public health programs and public health sciences;
Thorough knowledge of the principles and practices of planning, development, implementation and monitoring of public health programs;
Thorough knowledge of State and local law, rules and regulations relating to assigned program(s);
Ability to plan, implement and evaluate programs;
Ability to communicate effectively in oral and written form;
Ability to supervise and train subordinate employees;
Ability to direct and coordinate the activities of others;
Ability to work with officials or other agencies, employees and the general public;
Ability to attend work regularly and work under stressful conditions.

Public Health Supervisor

MINIMUM QUALIFICATIONS:

Bachelor's degree in Health Education, Public Administration, Health Administration or other health related field **and** Four (4) years of progressively responsible experience in public health or health related activities.

OR

Bachelor's degree in Health Education, Public Administration, Health Administration, Nursing or other health related field **and** a Master's Degree in Public Health, Nursing, Health Administration, Human Services or Public Administration **and** two (2) years of progressively responsible experience in public health or health related activities.

Established: September 16, 1996

Revised: January 19, 2000


Human Resources Director