

ASSISTANT DIRECTOR OF PUBLIC HEALTH

Definition

Under general direction of the Public Health Director, the Assistant Director will provide oversight for the development of state and federally required data, reports, financial plans, statistical analysis, policies and procedures, and contract management; reviewing and analyzing legislation and determining effects on organizational procedures and operations; and assures department's compliance with state and federal laws, department goals and objectives, and county policies and procedures.

Distinguishing Characteristics

This is the senior administrative position in the department under the Public Health Director. The position encompasses a wide variety of day-to-day administrative, supervisory, and budgetary responsibilities.

Report To

Public Health Director

Classifications Directly Supervised

Program Chief, Dept. Fiscal Officer I/II, Director of Nursing, Director of Senior Services, Contract Physician (Health Officer)

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Examples of Duties

- Assists with planning, organizing and implementing activities of the department; serves as Department Head in the absence of the Public Health Director.
- Screens and assigns workload; plans and assigns tasks and projects; directs the development of performance standards
- Monitors operations and procedures; evaluates department issues, and recommends and implements solutions; assures strategic goals are reached.
- Prepares mandated responses to Federal and State regulations.
- Interprets policies and regulations for the public.
- Develops, coordinates, evaluates and implements requirements for accreditation through the Public Health Accreditation Board
- Conducts research and strategic planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments; directs department projects.
- Directs the preparation of reports, which summarize and forecast department financial activities and position; reviews department's financial status and revenue trends.
- May act in the absence of the Director or represent the County at meetings and conferences.
- Maintains contact with the press and community organizations.
- Performs special assignments for the Director of Public Health.
- Interprets policies and regulations for the public.
- Determines financial implications of proposed and actual legislative/regulatory changes.
- Evaluates services and where necessary implements changes.
- Promotes and assists in the development of health services programs and initiatives designed to strengthen the public health community.
- Promotes and assists the effective integration of client programs and services provided by the Health department.
- Maintains relationships with other County offices, public and private agencies and community groups.
- Recommends hiring, terminations and other personnel actions.
- Reviews and evaluates proposals for new services and/or program modifications and evaluates services and when necessary, implements changes.
- Performs other duties as assigned.

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Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

Typical Working Conditions

Work is usually performed in an office environment; continuous contact with staff and the public.

Desirable Qualifications

- Knowledge of principles, practices and trends in public administration, leadership and management
- Knowledge of public health practice and its relationship to the development and operations of public programs and services.
- Knowledge of Federal, State and County laws and regulations applicable to public health programs and communicable disease control.
- Knowledge of Department and County policies and procedures
- Knowledge of grant proposals, budgets, and financial reporting
- Principles and techniques of effective employee supervision, training, and development.
- Skill in scheduling and supervising staff, delegating tasks and authority, and coaching to improve staff performance.
- Skill in understanding, interpreting and applying relevant statutes, ordinances, codes and regulations.
- Skills in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining effective working relations with co-workers, other county employees and representatives from other county, state and federal agencies.
- Skill in analyzing and interpreting fiscal and accounting records, and financial statements.
- Skill in following and effectively communicating verbal and written instructions.

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Training and Experience

- Master's degree in Public Health, Public Health Nursing, Community Health, Environmental Health, Business Administration, Public Administration, or a related field from an accredited college or university.
- Five (5) years of experience in public health, community health, health education programs or related programs of which must have included at least three (3) years of administrative or management experience at the division director, program and/or facility manager in a public health, community health, or environmental health program involving the evaluation, administration and program direction of varied types of public health services and programs requiring large expenditures of funds would provide such opportunity.
- Job related experience may be substituted for educational requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Example of Duties" in this job description.

Special Requirements

Possession of an appropriate California Driver's License issued by California Department of Motor Vehicles. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.