

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Public Health Director I	
TITLE CODE: 1003	SERIES: Public Health Director
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$25.76-\$33.28 GRADE: 26 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: LOCAL BOARD OF HEALTH	
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENTS	

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Directs the personnel of a local health department in providing a variety of public health services (medical, environmental and supportive services) to the community served by the department as appointing authority. Performs a variety of tasks such as planning, financial management, organizing and measuring performance of staff in a single county. Assesses and analyzes the health status of the county. Has a close working relationship with state agencies which provide technical assistance and support and may include direct payroll and accounting assistance. Incorporates the Core Public Health Functions and ten essential services of Public Health into the practice of the agency. May serve as secretary to the Board of Health. Typically supervises 10-30 employees.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Master's Degree, from an accredited college or university in Business or Public Administration, Health Administration, Public or Community Health, Social Science, Nursing, Education, or other related degree.

EXPERIENCE: None; Preferred experience in Public Health or other health related occupations, including supervisory or management capacity.

SUBSTITUTION CLAUSE

EDUCATION:

EXPERIENCE: A Bachelor's Degree, from an accredited college or university in Business or Public Administration, Health Administration, Public or Community Health, Social Science, Nursing, Education or other related degree with two (2) years of experience in Public Health or health related field will substitute for the required education.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Directs the activities of employees in providing medical and environmental programs and services, directs the financial management functions of the department, reviews, approves and monitors program plans for the various services and programs provided by the health department, evaluates employee job performance, directs personnel actions, develops and maintains appropriate administrative procedures and policies for the operation of the department. Interprets various laws, administrative regulations and policies to ensure conformance and efficient operation of the department, employs staff for the department, meets with Board of Health to describe and discuss activities of the local department in meeting its objectives. Promotes the services of the health department within the community and attends various meetings at the local, regional and state level and analyzes strategies for determining budget priorities. Provides available services to community based on their health assessment and available funds and analyzes strategies for determining budget priorities.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office or in a community setting.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 03-20-95

DATE OF LAST REVISION: 07/30/2020

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.