



JOB DESCRIPTION

Title	Public Health Director	Created	June 2013
Department	Public Health	Revised	
Job Class	M 9	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Administers plans and directs the Public Health Department.

Essential Functions

Will administer and enforce the rules of the local public health authority, public health laws, and the Public Health Department. Ensure activities necessary for the preservation of health and prevention of disease in the area under their jurisdiction. These activities shall include but are not limited to:

- a) Epidemiology and control of preventable diseases and disorders;
- b) Parent and child health services including family planning clinics, collection and reporting of health statistics;
- c) Health information and referral services and environmental health services.

Responsibilities include:

- Responsible for assuring that ORS 431.416, regarding the local public health authority and public health laws and rules, are appropriately administered and enforced. Implement and enforce ORS, OAR in health and human services; make emergency decision to protect the public under authority of the Oregon Health Division.
- Develop and recommend public health policies. Recommend the establishment and revision of department rules and regulations. Prepare various statistical, financial and special reports.
- Plan, organize, and direct the work of department professionals, technical specialists, and clerical staff. Establish operational methods and procedures.
- Ensure performance of quality assurance activities, and that both federal and state government regulations are met.
- Develop, direct, and monitor the budget and financial management systems for the local public health services. Direct and prepare the annual Public Health budget. Supervise the department's fiscal planning and management. Negotiate annual budgets for programs with the State Department of Health Services. Provide team support for the supervision of contracts. Provide budget and service expertise for negotiations with subcontractor agencies as requested.
- Negotiate budget and services with subcontractor agencies as required.
- Lead Public Health through collaborative efforts that include negotiations and



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coordination of public health services with the community, state, and federal government, and the Conference of Local Health Officials. Provide leadership with the local jurisdictions, community, state and federal agencies for the overall health planning and development, including assessing county public health service needs. Prepare and coordinate department services with other agencies.

- Work with various program advisory boards, both statutory and relevant to Public Health practices including Human Services Advisory Committee. Represents Clatsop County Public Health Department to other community and State groups. Serve as liaison with state and national health organizations.
- Direct operational analysis, program evaluation, standards development, research and planning programs of the department and management information systems. Direct the preparation of annual periodic plans and reports on department programs; evaluates quality of program services. Promote community awareness and support of adopted plans; facilitate community partnerships and provide technical assistance to community agencies to achieve objectives of plans. Develop, direct, supervise and review program plans and grant applications as required.
- Provide periodic reports and updates to the Board of Clatsop County Commissioners and the Board of Health. Represent the County Public Health Department to community groups, other agencies, and the media. Ensure development and presentation of educational and marketing programs to community groups, health care providers and professionals, news releases and notification regarding public health issues.
- Direct the work activities of departmental employees. Establish standards and direct nursing practices to ensure a high quality of professional service and compliance with the Nurse Practice Act. Direct through subordinate supervisors, including assigning and reviewing work, training, and evaluating performance. Take necessary disciplinary action in accordance with our applicable personnel policies and collective bargaining agreements. Recommend hiring and termination decisions to the County Manager.

Auxiliary Functions:

- In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to the regular assignment upon the vacation of the declaration of emergency.

Mandatory Qualifications

Master's degree in Public Health or equivalent in health administration, public administration, behavioral, social or health science or a related field. At least five (5) years' experience in Public Health, including four (4) years management experience in human services or a closely related field. Thorough knowledge of the principles and practices of community health services and human services administration, to include organization development and program and personnel management. Knowledge of statutes, rules and



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codes governing community health services. Must possess competencies in the principles of environmental health, epidemiology, emergency preparedness, family planning and communicable disease control; service development, management and practices. Experience with the development and implementation of health care systems and coordinating department activities with government and community organizations; comfortable with performing public relations activities with tact and diplomacy. Must be able to think strategically and possess competencies in designing and implementing fiscal systems, policy guidelines, and organizational goals, analyzing complex issues and devising practical solutions. Have the knowledge, skills, and abilities to work independently, organize work priorities, manage and supervise professional, paraprofessional and support personnel; communicate effectively both orally and in writing with good computer skills.

Desired Qualifications

Current license by the State of Oregon as a Registered Nurse.

Physical Demands

Physical demands on the position are minimal, consisting of occasional moving of files, books and materials, etc.

Working Conditions

Typical office and clinical working conditions. Must be available to work occasional weekends and after normal business hours.

Supervisory Responsibility

Provide direction, leadership and supervision to personnel through subordinate supervisors in a department of 15 to 25 employees and volunteers.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.