



CLASSIFICATION SPECIFICATION PUBLIC HEALTH AND SOCIAL SERVICES DIRECTOR

GENERAL DESCRIPTION

The Director is responsible for organizing and directing the services, operations, fiscal and administrative functions of the Thurston County's Public Health and Social Services Department. Programs include, but are not limited to: Child, Family, and Community Wellness; Disease Control and Prevention; Environmental Health; Housing and Homeless Prevention; and Vital Services.

The Director ensures the efficient and effective utilization of personnel, funds, materials, facilities, and time. Accomplishes short-term and long-range planning, implements, and maintains sound organizational practices, controls costs, and directs all departmental operations. Assures proper distribution of assets and liabilities, assignments of grants and contracts, and negotiation of agreements with other local governments.

This is an appointed, "at-will" position and works at the pleasure of the County Manager, subject to the review and approval of the Board of County Commissioners.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

ESSENTIAL JOB FUNCTIONS

Plans and organizes the public health and social services programs and directs all activities of the Health Department. Directs department operations to achieve goals within budgeted funds and available personnel.

Provides planning leadership and direction and develops strategic short- and long-range goals and objectives for efficient department operations.

Ensures the effective management and administration of the department to include human resources management, financial management, efficient use of resources, grants management, compliance with the Health Insurance Portability and Accountability Act, and other legal compliance and timely execution of program managed by the department.

Directs the recruitment, selection, and placement of assigned staff. Determines department training needs to meet changing systems or program demands. Establishes work rules, performance standards and measurements. Conducts and/or reviews performance evaluations, maintains a record of performance and ensures consistent evaluations throughout the department. Reviews, revises, and authorizes consistent employment actions. Works with Human Resources to initiate, document, and implement disciplinary actions, address grievances, and other sensitive personnel matters.

ESSENTIAL JOB FUNCTIONS (cont.)

Is accountable for the collection of accurate and reliable data, preparation of timely professional advice, analyses, and reports which serve as the basis for sound decisions in the planning, funding, and implementation of public health and social services for the County Commissioners and County Board of Health. Errors in judgment and performance could have major impact on County health and social programs, community relations, and legal liabilities.

Acts as executive secretary and administrative officer for the local Board of Health and shall be responsible for administering the operations of the Board including such administrative duties required by the local health board, per RCW 70.05.045.

Responsible for overall contract management and/or grant administration. Oversees contractor negotiations and selection ensuring that applicable policies and protocol are followed. Oversees grant applications submission and compliance. Reviews periodic reports for contract/grant compliance and to ensure target goals are met.

Responds or directs the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services. Efficiently addresses the most sensitive or complex inquiries or service complaints.

Represents the County on various committees, special interest groups, and other community groups and agencies. Meets with federal, state, municipal, and community groups to maintain positive working relationships, exchange information, formulate cooperative programs, plan, and prepare data for grants or other funded programs, and develop and implement area-wide programs.

Plans and participates in community relations programs; maintains close contact with news media; initiates community interest in public and social health issues.

A close working relationship is required with other county, municipal, state, and federal officials, the local healthcare and social services community, as well as other departments within the County.

Prepares department budget and submits for approval to the Board of County Commissioners, according to the County budget process.

Attends meetings with the Board of County Commissioners, Board of Health, and other officials and agencies to report progress of improvements, effectiveness of programs, and other data needed in development and planning of County public health and social services.

Performs other duties as assigned.

DISTINGUISHING FEATURES

This position is distinguished by its overall management responsibility for all department operations and personnel, and its overall contribution to the Thurston County mission. This is an appointed, “at-will” position and works at the pleasure of the County Manager, subject to the review and approval of the Board of County Commissioners.

WORKING CONDITIONS

Work is performed in an office environment and requires attendance at meetings throughout the County and inside and outside the State. Frequent contact with the public, agency officials and staff require the incumbent to have the ability to communicate effectively in person, telephonically, and written. Incumbent may be required to work evenings, weekends, and holidays.

QUALIFICATIONS

Master’s degree in public health, social services, business or public administration, or a closely related field.

Six years of administrative and/or managerial work at the senior management level, associated with public health and/or social services and at least three years of significant supervisory responsibilities.

Ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking.

Current Washington State Driver’s License or have requested and obtained an appropriate accommodation.

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FLSA: Exempt

Non-Represented

Salary Chart: NonU / DirRpt

History: Admin change 1/2022; Admin change (Salary update) 8/1/17; Revised 6/2015 (updated qualifications); Revised 4/1/04.

Revised ADA 10/92; Revised 1/85