



Public Health Department Sample Job Description

Deputy Director of Operations and CFO

Position Summary:

The Deputy Director, Operations and Chief Financial Officer ensures that the health department runs smoothly and efficiently. As Chief Financial Officer, the Deputy Director is responsible for all finance-related functions. This position is also responsible for information technology and system support, human resources, quality improvement, and performance management.

Essential Duties:

- Assists the Health Department Director in setting and driving organizational vision, priorities, and operations strategy.
- Provides leadership and resources needed by the department to successfully complete initiatives, including hardware, software, office equipment and supplies.
- Participates in strategic planning, community health assessments and improvement planning, emergency preparedness, and other department initiatives that include or relate to operations and finance issues and accreditation.
- Oversees the development and implementation of a department wide performance management system.
- Oversees the departmentwide continuous quality improvement efforts.
- Oversees the development and maintenance of department procedures and operations manuals.
- Oversees procurement of fixed assets, and other expenditures, including obtaining required local government or granting-entity approvals, as required, and ensuring adherence to established procedures.
- Oversees grant and contract management.
- Oversees payroll processing.
- In conjunction with local government human resources, oversees human resources policies, procedures, and functions including workforce development, recruitment, retention, career development and advancement, benefits, conflict resolutions, and policies for a supportive work environment.
- Oversees the development and adoption of a workforce development plan that assesses workforce capacity and includes strategies for improvement.
- Oversees the development and administration of a departmentwide information management infrastructure, including provisions for the confidentiality of information.
 - Oversees a process for how the health department determines needed updates, enhancements, or replacements of the information management systems are needed.
- Oversees budgeting, fiscal forecasting, and accounting functions.
 - Oversees the preparation of program budgets and develops the department's annual budget.
 - Establishes and maintains a formal department budgetary program, policies, process, and controls.
 - Evaluates and implements necessary changes in programs' fiscal reporting format, process, or reported data.
 - Prepares regular and special financial reports, including for each categorical program.

- o Ensures that program administrators have access to timely information regarding the financial status of their respective programs.
- o Represents the health department with respect to operational and fiscal matters and is the department's liaison with the local government Controller, Treasurer, and Budget Offices as well as with Federal, State, and local government entities, as required.
- o Ensures compliance with Federal, state, and local requirements and regulations through internal financial and administrative controls.
- o Develops initiatives to maximize the use of existing funding streams and seek new funding sources including participation in grant writing.
- o Manages accounts payable and receivable.
- Leads the continuous quality improvement efforts of administrative and fiscal practices.
- Ensures that the diversity of individuals and populations is addressed in the organization's policies, programs, and services.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 2.1. Develops policies, programs, services, and organizational performance.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 2.6. Engages in organizational strategic planning.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.5. Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- 4.6. Contributes to achieving and sustaining a diverse, inclusive, and competent public health workforce.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 7.1. Describes factors that affect the health of an organization.
- 7.2. Secures human resources.
- 7.3. Manages human resources.
- 7.5. Secures financial resources.
- 7.6. Manages financial resources.
- 7.7. Implements organizational policies, programs, and services to achieve diversity, equity, inclusion, and justice.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.13. Engages in performance management.
- 8.6. Manages organizational change

Employment Qualifications:



Updated: 5/1/2025

- Bachelor's degree in accounting, finance, business administration, or a related discipline.
- Five years of financial management experience.
- Two years of personnel management experience.
- The bachelor's degree may be substituted with an equivalent combination of education and a minimum of ten years demonstrated experience in finance, personnel, and administration.
- Experience with grants management.
- Experience in designing, managing, and implementing operational systems, process, and programs, preferred.

Required Knowledge, Skills, and Abilities:

- Knowledge of local government operations.
- Knowledge of state-of-the-art human resources practices.
- Knowledge of information management systems.
- Technical and professional accounting, financial planning, and budgeting skills.
- Organizational, interpersonal, and communication skills.
- Analytical, critical thinking, and decision-making skills.
- Ability to develop financial and operational systems.
- Ability to delegate responsibilities while maintaining organizational control.
- Ability to work as part of a team.
- Ability to interact appropriately and effectively with a wide range of people.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to manage a demanding and changing workload and utilize change management principles.
- Ability to adapt to changing circumstances and needs.
- Ability to manage and motivate staff.
- Demonstrates a strong work ethic.

Physical Demands:

- Driving
- Hearing
- Keyboarding
- Near visual acuity
- Sitting
- Speaking

The Health Department is an equal opportunity employer.

This work is supported by funds made available from the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS), National Center for STLT Public Health Infrastructure and Workforce, through OE22-2203: Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems grant. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government.