



## Public Health Department Sample Job Description



### **Health Department Director**

#### **Position Summary:**

The Director of the Health Department is responsible for the Department's successful achievement of its vision, mission, values and program goals and objectives. The Director plans, directs, manages, and assesses the County's public health programs and services. The Director provides public health expertise and policy direction to ensure that state-of-the-art governmental public health models and tools are utilized. The Director assumes all duties, responsibilities, and enforcement functions in accordance with State and local public health statutes and codes.

#### **Essential Duties:**

##### **Public Health Programs**

- Assures the provision of essential public health services as required by public health law and recommendations from Centers for Disease Control and Prevention, and state agencies.
- Assures that public health services utilize evidence-based and/or best practices.
- Ensures the enforcement of Federal, County, state, and local public health laws; accountable for the establishment and enforcement of local regulations to include measures that address violations.
- Ensures that the Health Department operates in accordance with public health model practices, with an emphasis on the role of community health strategist, cross-sector collaboration, timely data collection and analysis, health equity, and achievement of public health department accreditation.
- Leads a "Health in all Policies" approach with the government and County Council.

##### **Planning and Operations**

- Assures that the management of the Department's operations is in compliance with public health laws and regulations, local policies and procedures, and funding requirements.
- Oversees data-driven and evidence-based department program development, evaluation, and modification in collaboration with the community, to ensure that community assets are recognized and fostered, and that community needs are addressed with appropriate services and in a culturally sensitive manner.
- Ensures that department communications utilize state-of-the-art principals of health education and social marketing to reach specific populations and utilize mass media and internet/social media to reach the public at large regarding health-related issues, concerns, threats, and events.
- Oversees the department's development and ongoing implementation of a strategic planning process, performance management system, quality improvement plan, emergency preparedness plan, workforce development plan, community health assessment process and improvement plan, and branding strategy.
- Ensures a culture of equity, inclusion, and quality improvement to engage staff for reaching their highest potential and to ensure programs, services and procedures are effective, efficient, accountable, cost effective, and evidence-based/data driven.
- Manages financial resources.
- Develops and implements the department's operating and capital budgets.
- Proposes rates and fees for services to the governing entity for approval.
- Identifies new funding sources and oversees the development of grant proposals.
- Develops, negotiates, and provides final approval of contracts, letters/memoranda of understandings, and other written agreements.
- Ensures that the department's information management system supports the department's work.

- Identifies/supports workforce retention and development strategies to ensure staff have the capacity to fulfill the department's mission and requirements.
- Provides leadership for the department's planning, training, and exercising activities to prepare for public health emergencies; works within the local incident management structure and serves as the public health liaison to local leadership and local emergency services during public health emergencies.
- Ensures that a process is in place for the deliberation and resolution of department ethical issues.

#### Government and Community Relations

- Develops and maintains partnerships and agreements with key agencies and organizations.
- Engages with the community toward shared goals to improve population health outcomes and advance.
- Proposes policy changes and works with the governing entity, local government, and state elected officials to advance healthier communities in the jurisdiction served by the health department.
- Ensures the department's collaboration with the community on the development of a community health assessment and the development and implementation of a community health improvement plan.
- Ensures the enforcement of all laws, statutes, codes, and ordinances to reduce the threat of a health hazard or to resolve an Identified health hazard.
- Oversees preparation and maintenance of necessary records and reports to appropriate local, state, and Federal representatives, including the accurate reporting of services provided.
- Collaborates with partners and the community to seek policy changes and action on public health issues.
- Establishes and maintain effective working relationships with local officials, state agencies, public health partners, employees, and the general public.
- Educates policy makers and community stakeholders on current and emerging public health opportunities and issues.
- Provides technical assistance and information to individuals, families and groups regarding public health opportunities and issues.

#### Leadership

- Provides coaching, mentoring, supervision, and technical assistance to develop and support departmental staff.
- Fosters innovation skills, practices, and processes.
- Informs the governing entity about the department's financial status, operations, accomplishments, developments, issues, needs and circumstances/factors that may influence the department or the health of communities and residents.
- Represents the department in collaborative efforts by serving on local boards and committees.
- Fosters trust of employees and consumers by maintaining strict confidentiality and complying with legal and ethical standards.
- Represents the health department at state and national public health conferences, meetings, etc.

#### **Public Health Core Competencies:**

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.

- 1.1. Describes factors that affect the health of a community.
- 1.6 Uses quantitative and qualitative data.
- 2.6. Engages in organizational strategic planning.
- 2.7. Engages in community health improvement planning.
- 3.2. Communicates with internal and external audiences.
- 3.3. Responds to information, misinformation, and disinformation.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.

- 4.2. Engages in continuous self-reflection about one's biases.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.4. Reduces systemic and structural barriers that perpetuate health inequities.
- 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.
- 4.7. Advocates for health equity and social and environmental justice.
- 5.1. Describes conditions, systems, and policies affecting community health and resilience.
- 5.2. Establishes relationships to improve community health and resilience.
- 5.3. Maintains relationships that improve community health and resilience.
- 5.4. Collaborates with community members and organizations.
- 5.5. Shares power and ownership with community members and others.
- 6.1. Describes systems, policies, and events impacting public health.
- 7.1. Describes factors that affect the health of an organization.
- 7.5. Secures financial resources.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.12. Facilitates collaboration among individuals, groups, and organizations.
- 7.13. Engages in performance management.
- 8.1. Creates opportunities to achieve cross-sector alignment.
- 8.2. Implements a vision for a healthy community.
- 8.3. Addresses facilitators and barriers impacting delivery of the 10 Essential Public Health Services.
- 8.4. Creates opportunities for creativity and innovation.
- 8.5. Responds to emerging needs.
- 8.6. Manages organizational change.
- 8.7. Engages politicians, policymakers, and the public to support public health infrastructure.
- 8.8. Advocates for public health.

#### **Qualifications:**

- Master's degree in public health, public administration, or a related area, plus at least five years prior experience as a local public health director OR
- An equivalent combination of education and a minimum of 10 years demonstrated public health administration management experience.
- Managerial experience.
- Experience in a PHAB-accredited health department preferred.
- Experience in strategic planning, performance management, quality improvement preferred.
- Experience in community engagement, community organizing, or community health planning a plus.

#### **Required Knowledge, Skills, and Abilities:**

- Knowledge of the theory, principles, practices, and science of public health.
- Knowledge of the 10 Essential Public Health Services, Public Health 3.0, Health in all Policies, Foundational Public Health Services, and other public health concepts, models, and tools.
- Knowledge of the principles and practices of public administration.
- Knowledge of state-of-the-art public health programming.
- Knowledge of the goals and programs in the various fields of public health including the medical, paramedical, and environmental health phases.
- Knowledge of Federal and State laws governing public health programs.
- Knowledge of programs of professional and voluntary public health related organizations.

- Knowledge of ethics, diversity, equity, and inclusion principles and practices.
- Knowledge of community engagement, mobilizing, and organizing methods and models.
- Analytical skills.
- Critical thinking and decision-making skills.
- Organizational, interpersonal, and collaboration skills.
- Conflict management and negotiation skills.
- Verbal and written communication skills.
- Cultural sensitivity and equity skills.
- Budgeting and oversight skills.
- Ability to motivate staff to perform their duties effectively.
- Ability to delegate while maintaining organizational control of operations and customer service.
- Ability to work as part of a team.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

**Physical Demands:**

- Driving
- Far visual acuity
- Near visual acuity
- Hearing
- Keyboarding
- Sitting
- Speaking
- Walking/Standing

The Health Department is an equal opportunity employer.

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