



Public Health Department Sample Job Description

Deputy Director

Position Summary:

The Deputy Director of the Health Department is responsible for planning, directing, and assessing public health programs. The Deputy Director provides public health expertise concerning state-of-the-art governmental public health models and tools. The Deputy Director directs and evaluates selected public health programs. The Deputy Director is the Acting Director and the Department's spokesperson in the Director's absence.

Essential Duties:

- Assists the Health Department Director in setting and driving organizational vision, priorities, and program strategy.
- Assists the Health Department Director in strategic planning and in leadership and achievement of adopted goals and strategies, ensuring alignment of programs for effective implementation.
- Assists Health Department Director in applying the principles of ethics, diversity, equity, inclusion, and justice in policies and programs.
- Assists in determining priorities, policies, and methods that will most effectively improve and protect the health of the residents.
- Plans and directs designated major public health programs. Programs will address human health and environmental public health issues such as infectious diseases, maternal and child health, chronic diseases, food protection, housing and community environment, sewage, drinking water and waste management, air quality, etc.
- Interfaces with Federal, state, and local public health officials for increased collaboration and support.
- Develops cooperative working relationships with local officials and organizations to increase support for public health programming.
- Monitors programmatic implementation of Federal, state, local, and private grants received by the Department.
- Prepares and delivers promotional and educational speeches, as needed.
- Collaborates with workforce development staff on public health program training needs
- Assists in the development of the department's budget.
- Participates in strategic planning, community health assessments and improvement planning, quality improvement, emergency preparedness, performance management, and other department initiatives that include or relate to public health protection, public health improvement, disease prevention, and department accreditation.
- Fulfills the role of Acting Director in the absence of the Director, including being the department's spokesperson.
- Ensures that the diversity of individuals and populations is addressed in the organization's policies, processes, 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.

- 1.1. Describes factors that affect the health of a community
- 1.6. Uses quantitative and qualitative data
- 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.
- 2.5. Influences policies, programs, and services external to the organization.
- 2.6. Engages in organizational strategic planning.
- 2.7. Engages in community health improvement planning.
- 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.
- 4.7. 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.
- 6.2. Applies public health sciences in delivering the 10 Essential Public Health Services.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 6.4. Contributes to the evidence base for improving health.
- 7.8. Manages programs and services.
- 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.

Qualifications:

- Master's degree in public health or a related field.
- Minimum of 5 years of experience in public health administration.
- Two years of personnel management experience.
- Graduate training at the doctoral level may be substituted for the master's degree or experience on a year for year basis up to five (5) years.
- Experience in designing, managing, and implementing public health programs preferred.

Required Knowledge, Skills, and Abilities:

- Knowledge of theory, principles, practices, and science of public health.
- Knowledge of the principles of effective supervision.
- Knowledge of state-of-the-art public health programming.
- Knowledge of the principles and practices of public administration.
- 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.
- Relationship-building and people skills.
- Planning skills.
- Project management skills.
- Ability to plan, develop, and administer highly complex and far-reaching public health programs.
- Ability to manage a demanding and changing workload and utilize change management principles.
- Ability to interact appropriately and effectively with a wide range of people.
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- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Demonstrates a strong work ethic.

Physical Demands:

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

The Health Department is an equal opportunity employer.

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