



Public Health Department Sample Job Description

Administrator of Population Health

Position Summary:

The Administrator of Population Health is responsible for the protection and promotion of health and prevention of disease to improve population health outcomes. Responsibilities include planning, organizing, and administering population health initiatives including prevention of chronic conditions, advancement of health equity, and leading the department's collaboration with community partners, agencies, and healthcare institutions to address social and structural determinants of health that impact individual and community health. The Administrator of Population Health leads the development of public health policy and the department's role in the development of the Community Health Assessment and implementation of the Community Health Improvement Plan.

Essential Duties:

- Provides leadership and strategic direction for the development and maintenance of partnerships and collaboratives to address priority determinants of health, as defined by the Community Health Improvement Plan or, if a plan has not been developed, by community coalitions, partnerships, or other community engagement.
 - Provides leadership and strategic direction for the establishment and support of a communitywide health improvement coalition.
 - Identifies the need for additional topic or geographic coalitions and provides strategic direction for their development and support, including defining the health department's role.
 - Collaborates through established partnerships to investigate and mitigate public health problems.
 - Represents the health department in community coalitions, partnerships, and committees.
 - Develops strategies to promote active participation of community members and eliminate barriers to participation.
- Oversees the health department's role in the development of the Community Health Assessment and the Community Health Improvement Plan.
- Ensures the department's implementation of the portions of the community health plan that relate to the department.
- Provides strategic direction for, and operationalization of, community engagement in all department public health programs.
- Ensures the incorporation of health equity as a goal in the development of community health programs.
- Collaborates with community organizations, associations, local agencies, and other groups to identify and reduce systemic and structural barriers that perpetuate health inequities.
- Manages chronic disease prevention programs.
- Ensures that community health programs are evaluated for continuous improvement.
- Uses public health data to develop strategies to address social and structural determinants of health, disparities, and health concerns of local communities.
- Maintains a department-wide approach for developing and implementing communication strategies designed to encourage actions to promote population health.



- Serves as a liaison to other health department divisions to understand data and policies needed to support program efforts.
- Ensures that communications of data and health promotion materials are culturally and linguistically appropriate, evidence based, and include input from the target population.
- Monitors compliance with grant expectations and expenditure guidelines and assists in preparation of grant progress reports.
- 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 population health issues and accreditation.
- Leads the continuous quality improvement efforts of population health practices.
- Develops annual program budgets and reports, in accordance with department budget process.
- Performs related work as required.

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.
- 1.2. Accesses existing quantitative and qualitative data.
- 1.8. Assesses community health status.
- 2.1. Develops policies, programs, services, and organizational performance.
- 2.2. Implements policies, programs, and services.
- 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.
- 3.2. Communicates with internal and external audiences.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 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.
- 7.13. Engages in performance management.
- 8.2. Implements a vision for a healthy community
- 8.5. Responds to emerging needs.

Qualifications:

- Bachelor's degree in public health or related field. Graduate degree in public health or related field preferred.
- Five years of public health/population health experience.
- Two years of personnel management experience.
- The bachelor's degree may be substituted with an equivalent combination of education and a minimum of 10 years demonstrated public health community health improvement leadership experience.
- Experience in designing, managing, and implementing population health programs, preferred.

Required Knowledge, Skills, and Abilities:

- Knowledge of the social and structural determinants of health and health equity.
- Knowledge of key public health frameworks including Public Health 3.0, Health in All Policies, Foundational Public Health Services, and the ten Essential Public Health Services.
- Knowledge of state-of-the-art health protection, health promotion, and disease prevention methodologies.
- Knowledge of the principles of ethics, diversity, equity, inclusion, and justice.
- Relationship-building skills.
- Problem-solving skills.
- Communication skills.
- Decision-making and critical thinking skills.
- Interpersonal and leadership skills.
- Organizational and project management skills with attention to detail.
- Ability to manage multifaceted projects in a complex environment.
- Ability to manage a demanding and changing workload and utilize change management principles.
- Ability to create innovative solutions to local priority community health concerns.
- Ability to orchestrate all aspects of community health initiatives, including budgeting and scheduling.
- 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 adapt to changing circumstances and needs.
- Demonstrated 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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