PURPOSE OF POSITION: Administers, plans and directs the Public Health Department.

ESSENTIAL FUNCTIONS OF POSITION:
Will administer and enforce the rules of the local public health authority, public health laws, and the Public Health Department. Assure activities necessary for the preservation of health and prevention of disease in the area under their jurisdiction. These activities shall include but are not limited to:
- Epidemiology and control of preventable diseases and disorders;
- Parent and child health services including family planning clinics, collection and reporting of health statistics;
- Health information and referral services, and
- Environmental health services.

RESPONSIBILITIES OF THE PUBLIC HEALTH DIRECTOR:
Responsible for assuring that ORS 431.416, regarding the local public health authority and public health laws and rules, are appropriately administered and enforced. Implement and enforce ORS, OAR in health and human services; make emergency decision to protect the public under authority of the Oregon Health Division.

Develops and recommends public health policies. Recommends the establishment and revision of department rules and regulations. Prepares various statistical, financial and special reports.

Plans, organizes, and directs the work of department professionals, technical specialists, and clerical staff. Establishes operational methods and procedures.

Insures performance of quality assurance activities, and that both federal and state government regulations are met.

Develops, directs, and monitors the budget and financial management systems for the local public health services. Directs and prepares the annual Public Health budget. Supervises the department’s fiscal planning and management. Negotiates annual budgets for programs with the State Department of Health Services. Provides team support for the supervision of contracts. Provides budget and service expertise for negotiations with subcontractor agencies as requested.
Negotiates budget and services with subcontractor agencies as required.

JOB TITLE: Public Health Director DATE: June 2013

Leads Public Health through collaborative efforts that include negotiations and coordination of public health services with the community, state, and federal government, and the Conference of Local Health Officials. Provides leadership with the local jurisdictions, community, state and federal agencies for the overall health planning and development, including assessing county public health service needs. Prepares and coordinates department services with other agencies.

Works with various program advisory boards, both statutory and relevant to Public Health practices including Human Services Advisory Committee. Represents Clatsop County Public Health Department to other community and State groups. Serves as liaison with state and national health organizations.

Directs operational analysis, program evaluation, standards development, research and planning programs of the department and management information systems. Directs the preparation of annual periodic plans and reports on department programs; evaluates quality of program services. Promotes community awareness and support of adopted plans; facilitates community partnerships and provides technical assistance to community agencies to achieve objectives of plans. Develops, directs, supervises and reviews program plans and grant applications as required.

Provide periodic reports and updates to the Board of Clatsop County Commissioners and the Board of Health. Represents the County Public Health Department to community groups, other agencies, and the media. Ensure development and presentation of educational and marketing programs to community groups, health care providers and professionals, news releases and notification regarding public health issues.

Direct the work activities of departmental employees. Establish standards and direct nursing practices to insure a high quality of professional service and compliance with the Nurse Practice Act. Direct through subordinate supervisors, including assigning and reviewing work, training, and evaluating performance. Take necessary disciplinary action in accordance with our applicable personnel policies and collective bargaining agreements. Recommend hiring and termination decisions to the County Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Auxiliary Functions of the Position: In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to the regular assignment upon the vacation of the declaration of emergency.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT MAY NOT INCLUDE OTHER OCCASIONAL WORK OR DUTIES THAT MAY BE ASSIGNED OR DELEGATED TO THIS POSITION.
MANDATORY QUALIFICATION REQUIREMENTS:
Master’s degree in Public Health or equivalent in health administration, public administration, behavioral, social or health science or a related field. At least five (5) years experience in Public Health, including four (4) years management experience in human services or a closely related field. Thorough knowledge of the principles and practices of community health services and human services administration, to include organization development and program and personnel management. Knowledge of statutes, rules and codes governing community health services. Must possess competencies in the principles of environmental health, epidemiology, emergency preparedness, family planning and communicable disease control; service development, management and practices. Experience with the development and implementation of health care systems and coordinating department activities with government and community organizations; comfortable with performing public relations activities with tact and diplomacy. Must be able to think strategically and possess competencies in designing and implementing fiscal systems, policy guidelines, and organizational goals, analyzing complex issues and devising practical solutions. Have the knowledge, skills, and abilities to work independently, organize work priorities, manage and supervise professional, paraprofessional and support personnel; communicate effectively both orally and in writing with good computer skills.

DESIRED QUALIFICATIONS: Current license by the State of Oregon as a Registered Nurse.

WORKING CONDITIONS: Typical office and clinical working conditions. Must be available to work occasional weekends and after normal business hours.

PHYSICAL DEMANDS: Physical demands on the position are minimal, consisting of occasional moving of files, books and materials, etc.

SUPERVISORY RESPONSIBILITY: Provide direction, leadership and supervision to personnel through subordinate supervisors in a department of 15 to 25 employees and volunteers.