



# Public Health Director

**\$76,950 to \$102,601**

**First Review August 1, 2016**



Astoria and the Astoria/Megler Bridge viewed from the top of the Astoria Column.



The Astoria/Megler bridge and a signature sunset.



Iconic Haystack Rock, Cannon Beach, Oregon.

*Clatsop County is an Affirmative Action/Equal Opportunity Employer.*

## **THE REGION**

Clatsop County occupies the northwest corner of Oregon bounded to the north by the Columbia River and to the west by the Pacific Ocean. Named for the Clatsop Indians, Clatsop County is rich in history, scenery and opportunity.



Lewis and Clark's Corps of Discovery made this place their winter home in 1805-06 before starting their journey back East, and the Fort Clatsop National Historical Park draws thousands of visitors every year. Other area landmarks and attractions include Fort Stevens State Park, the Columbia River Maritime Museum, the Astoria Column, Haystack Rock in scenic Cannon Beach, and Saddle Mountain, to name a few.

Ocean beaches, secluded coves, dense rainforests, mountains, rivers and streams make the County and its rugged coastline a major recreation center. Broad sandy beaches offer beachcombing, clamming for a Northwest favorite, razor clams, fishing for salmon, steelhead and trout, camping, hiking and quiet escapes. State parks and waysides provide miles of hiking and bicycle trails, wildlife viewing, scenic viewpoints, picnic sites and campgrounds, and all this is within just a few hours drive to the great Cascade Range, where you will find some of the world's premier skiing destinations.

## **CLATSOP COUNTY**

With its rich history, it's no surprise that Astoria, the County seat, is Oregon's oldest city and the oldest American settlement west of the Rockies. When you want a big-city getaway, it's a two-hour drive to Oregon's largest metropolis and cultural center, Portland.

Clatsop County's primary industries are forestry, fishery (one of the principal marine fishery regions of Oregon), recreation and tourism.

Clatsop County offers excellent schools in well-supported school districts and a community college servicing the County's 37,300 residents and more.

## **COUNTY GOVERNMENT**

The first Clatsop County government dates to the 1840s. Today Clatsop County is one of nine Home Rule counties in Oregon. Five non-partisan elected Commissioners set policy and appoint a full-time County Manager, who is responsible for daily operations. The Sheriff and District Attorney positions are also elected.

County services are provided through seven departments: County Governance (County Manager), Assessment and Taxation, Budget and Finance, County Clerk, Juvenile, Public Health, Public Works,



and the District Attorney and Sheriff's Offices. The county also administers a road district, a rural law enforcement district, and a local sewer district.

Clatsop County's 2015-16 budget is \$52,215,170, with a General Fund of \$22,220,300. The workforce totals 203 FTE. A Long-Term Financial Plan provides guidance for maintaining the county's financial health and accountability. It ensures that the county maintains adequate reserves, that fees cover costs for services and that new revenue sources are explored.

Clatsop County also applies performance-based budgeting to assess the effectiveness of departments' programs and services and point out where improvements can be made.

## **THE POSITION**

As our Public Health Director you will administer, plan and direct the Public Health Department to ensure activities necessary for the preservation of health and prevention of disease county wide. You will enforce the rules of the local public health authority and public health laws. Your skills and experience should include:

- Surveillance, 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
- Environmental health services
  - Onsite waste water permitting program
  - Household hazardous waste facility
- Assessments of public health needs
- Public health emergency preparedness and response
- Communications, leadership, and organization building
- Community partnerships, health equity and cultural competency

## **ESSENTIAL FUNCTIONS**

Our ideal candidate will not only lead the Public Health Department through collaborative efforts with community, state and federal agencies but will also provide leadership in health planning and development including assessing county-wide public health service needs. He/she will:

- Ensure that ORS 431.416 regarding local public health authority, laws and rules, is appropriately administered and enforced.
- Implement and enforce OAR in health and human services: Be prepared to make emergency decisions to protect the public under authority of the Oregon Health Division.
- Develop and recommend public health policies, department rules and regulations, and prepare statistical, financial and special reports including operational analyses, program evaluations and periodic reports to the Board of County Commissioners and the Board of Health.
- Establish operational methods and procedures and plan, organize and direct the work of department professionals, technical specialists, and clerical staff.

- Ensure performance of quality assurance activities and compliance with federal and state regulations.
- Develop, direct, and monitor the budget and financial management systems for local public health services. Negotiate annual budgets for programs with the State Department of Health Services.
- Research, attract and administer grant funding. Develop, direct, supervise and review program plans and grant applications as required. Provide budget and service expertise for negotiations with subcontractor agencies as requested.



- Represent Clatsop County Public Health Department to other community and state groups and serve as liaison with state and national health organizations. Work with various program advisory boards, both statutory and relevant to Public Health practices including Human Services Advisory Committee.
- Direct the performance management system and quality improvement of public health programs using community health assessments and improvement plans to drive public health practice.
- Promote community awareness and support of adopted plans; facilitate community partnerships and provide technical assistance to community agencies to achieve objectives.
- Represent the County Public Health Department to community groups, agencies, and the media. Ensure development and presentation of educational and marketing programs to community groups, health care providers and professionals, in news releases and notifications regarding public health issues.
- Establish standards and direct nursing practices to ensure a high quality of professional service and compliance with the Nurse Practice Act.
- Prepare staff to handle outbreaks, bioterrorism, and other public health threats and emergencies. Ensure that response plans are reviewed, exercised, evaluated and updated. Regularly assess training needs and ensure access to competency-based instruction.

## QUALIFICATIONS

### Mandatory Requirements:

- A Bachelor's degree plus graduate courses or equivalents that align with those recommended by the Council on Education for Public Health, which include Biostatistics, Epidemiology, Environmental Health Sciences, Health Services Administration, and Social and Behavioral Health Sciences relevant to public health concerns.
- Minimum of five years of experience in public health or related field with increasing responsibility
- Knowledgeable in service development, management and practices of the principles of emergency preparedness, family planning and communicable disease control.
- Experience with the development and implementation of health care systems and collaboration with government and community organizations
- Able to manage public relations with tact and diplomacy.
- Able to think strategically, design and implement fiscal systems, policy guidelines, and organizational goals, analyze complex issues and devise practical solutions.
- Excellent written and verbal communication skills.
- Able to work independently, prioritize, and manage professional, paraprofessional and support personnel
- Knowledge of Electronic Medical Records (EMR) systems.
- Thorough knowledge of the principles and practices of community health services and administration, including organization development, program and personnel management.
- Knowledge of statutes, rules and codes governing community health services

### Desirable Qualifications:

- Master's degree in Public Health or equivalent in Health or Public administration, behavioral, social or health sciences or a related field.
- Eight years of experience in Public Health, including four years of management experience in human services or a closely related field.
- Currently licensed as a Registered Nurse by the State of Oregon.

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## COMPENSATION

Annual Salary Range \$76,950 to \$102,601 (DOQ) + excellent benefits including PERS

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## TO APPLY

**This position is open until filled. First review of applicants will be on August 1, 2016. Include:**

- Completed Clatsop County Employment Application
- Signed Essential Functions Form (next page)
- Cover Letter
- Resume

**Provide contact information from the following:**

- Two supervisors
- Two colleagues
- Two subordinates

**Application and job description may be found at:**

<http://www.co.clatsop.or.us/jobs>

**Please email application material to:**

[hr@co.clatsop.or.us](mailto:hr@co.clatsop.or.us)

**Or mail application material to:**

Clatsop County Human Resources  
800 Exchange Street, Suite 410  
Astoria, OR 97103

## **ESSENTIAL JOB FUNCTIONS**

Duties may include, but are not limited to the following:

- 1) Ensure that ORS 431.416 regarding local public health authority, laws and rules, is appropriately administered and enforced.
- 2) Implement and enforce OAR in health and human services: Be prepared to make emergency decisions to protect the public under authority of the Oregon Health Division.
- 3) Develop and recommend public health policies, department rules and regulations, and prepare statistical, financial and special reports including operational analyses, program evaluations and periodic reports to the Board of County Commissioners and the Board of Health.
- 4) Establish operational methods and procedures and plan, organize and direct the work of department professionals, technical specialists, and clerical staff.
- 5) Ensure performance of quality assurance activities and compliance with federal and state regulations.
- 6) Develop, direct, and monitor the budget and financial management systems for local public health services. Negotiate annual budgets for programs with the State Department of Health Services.
- 7) Research, attract and administer grant funding.
- 8) Develop, direct, supervise and review program plans and grant applications as required. Provide budget and service expertise for negotiations with subcontractor agencies as requested.
- 9) Represent Clatsop County Public Health Department to other community and state groups and serve as liaison with state and national health organizations. Work with various program advisory boards, both statutory and relevant to Public Health practices including Human Services Advisory Committee.
- 10) Direct the performance management system and quality improvement of public health programs using community health assessments and improvement plans to drive public health practice.
- 11) Promote community awareness and support of adopted plans; facilitate community partnerships and provide technical assistance to community agencies to achieve objectives.
- 12) Represent the County Public Health Department to community groups, agencies, and the media.
- 13) Ensure development and presentation of educational and marketing programs to community groups, health care providers and professionals, in news releases and notifications regarding public health issues.
- 14) Establish standards and direct nursing practices to ensure a high quality of professional service and compliance with the Nurse Practice Act.
- 15) Prepare staff to handle outbreaks, bioterrorism, and other public health threats and emergencies.
- 16) Ensure that response plans are reviewed, exercised, evaluated and updated. Regularly assess training needs and ensure access to competency-based instruction.

I understand the essential functions of this job, as given above. I also understand that all of the duties are not described above and that I will perform those above and other related duties as directed by my supervisor and management.