

**ALAMOSA COUNTY**

**public health**

**public health director**

REPORTS TO: County Administrator & Board of Health

FLSA STATUS: Exempt

SALARY GRADE RANGE: 150

DATE ADOPTED: August, 2019

REVISED: April 2021 Kristy Dennis HR Director

JOB SUMMARY:

Administers all agency programs and supervises staff in the provision of services to clients. Implements and evaluates agency services through assessment of health needs and utilization. Plans, administers, supervises, and evaluates Public Health, Home Health, Epidemiology, Emergency Preparedness and Environmental Health.

ESSENTIAL JOB FUNCTIONS (*The following are illustrative of essential functions to perform duties and responsibilities of the job. The position may not be required to perform all duties listed, and may be required to perform additional tasks as needed by the Department. Reasonable accommodations, as defined under the American with Disabilities Act, will be made when possible.)*

* Plans, organizes and utilizes agency staff to meet program needs
* Work collaboratively to meet the community health needs of the County residents
* Prioritize program services in the context of agency resources, statutory obligation, and internal capacity
* Actively participates in Public Health emergency preparedness, response and recovery activities as required by state statute
* Assist in developing County emergency plan
* Promote positive community awareness regarding the services available
* Supervises programs to ensure quality of care and agency standards
* Ensures communication and coordination with other San Luis Valley local public health agencies and health care facilities, especially for delivery of regional services
* Complies with federal, state and local requirements that govern nursing care, core public health services, and case management practices
* Interprets state and federal orders and guidance
* Issues public health orders as needed to prevent spread of disease
* Serves as County Health Officer and reports to the Board of Health/Board of Alamosa County Commissioners as often as necessary
* Updates agency policies and procedures as needed
* Prepares and monitors department and program budgets and assures compliance within the budgetary guidelines
* Attends meetings and educational programs at the local and state level
* Ability to work schedule to meet all the obligation of the position
* Ability to work independently or in a team
* Ability to communicate (verbally & in writing) in English
* Ability to follow the policies and procedures of the County
* Ability to meet the physical requirements listed below
* Maintains NIMS certification to serve in an Incident Command role as necessary to ensure public health and safety within the jurisdiction during emergency and recovery phases of incidents with a public health component.
* Maintains a relationship with the Colorado Association of Local Public Health Officials (CALPHO)

REQUIRED QUALIFICATIONS

Knowledge:

* Understands staff development
* Relationship building
* Developing budgets and reading financial reports
* State and Federal regulation

Skills:

* Can effectively communicate verbally and in writing
* Read, analyze, and interpret general business periodicals, profession journals, technical procedures, or governmental regulations.
* Proficient in Spanish (desired not required)

Abilities:

* Ability to write reports, business correspondence, and clinical charting
* Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
* Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases.
* Ability to deal with a variety of abstract and concrete variables.
* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
* Ability to apply concepts of basic algebra and geometry.
* Ability to travel if necessary

SUPERVISORY RESPONSIBILITIES

* Directly supervises mid-level supervisors who oversee: Public Health, Regional Environmental Health, Regional Emergency Preparedness & Response, Regional Epidemiology, Home Health, and Finance Programs/ Office Management.
* Carries out supervisory responsibilities in accordance with County and agency policies and applicable laws.
* Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
* Communicate with all staff to have their input in policy making, problem solving and interpreting new regulations and procedures; develop and/or implement procedures to carry out established policies

EDUCATION AND EXPERIENCE

* Master’s Degree in Public Health or related discipline, with five years related administrative experience in the last ten years or MD/DO preferably with board certification in private medicine.
* Candidate shall have two years’ experience supervising public health professionals, and at least one year of supervisory experience in home care or a closely related health program.
* If candidate is a nurse or physician, he/she shall have a license to practice in Colorado within six months of hire.
* Driver’s License required.

PHYSICAL REQUIREMENTS, WORK CONDITIONS AND ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Minimal physical effort generally required in the performance of duties under typically office conditions. Position requires the ability to operate a computer keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls, and to reach with hands and arms. The position is required to stand, sit for long periods of time, talk and hear. Hearing and vision correctable to normal ranges; close-up vision and the ability to adjust focus across an audience. Occasionally, the position may stoop, bend, kneel, crouch, carry, twist and push and/or pull light to moderate amounts of weight. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools or controls, drive, and lift up to 25 pounds. The noise level may be very quiet to noisy depending on the situation.

 The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge, skills and abilities typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

It is the policy of Alamosa County to not discriminate against any person with regard to all federally protected classifications including race, color, religion, sex, age, national origin, marital status, any disability, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I have read and understand the job duties and responsibilities contained in this job description and acknowledge that this document does not create an employment agreement with Alamosa County. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

EMPLOYEE SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_