

MONO COUNTY

Date Revised:

6/5/17

AT WILL

FLSA:

Exempt

PUBLIC HEALTH DIRECTOR

DEFINITION

Under general direction of the County Health Officer and the County Administrative Officer, to direct the activities of the County's Public Health Programs including personnel management, program planning and evaluation, and public relations; to plan, organize, assign and supervise the work of public health nursing, community health nursing, and other health services staff; to organize, coordinate, evaluate and direct special health programs; to perform public health nursing work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a top-level management classification for the position, which has responsibility for planning, organizing, directing, managing, and supervising public health programs and the work of professional public health and community nursing staff.

REPORTS TO

County Administrative Officer

CLASSIFICATIONS SUPERVISED

Fiscal & Technical Specialist II/III/IV
Public Health Fiscal and Administrative Specialist
Community Health Outreach Specialist
Public Health Nursing Professional
Public Health Nurse I/II/III

Health Program Manager
Director of Public Health Nursing
Environmental Health Manager
RD/WIC Director
Tobacco Control Program Coordinator
Emergency Preparedness Manager

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, schedules, assigns, evaluates and directs the programs and the work of professional nursing staff and other public health staff; provides direction and oversight for public health programs and activities, including communicable disease control, immunizations, tuberculosis control, STD/HIV prevention and control, Public Health Emergency Preparedness and Environmental Health Services has responsibility for Children Medical Services, WIC Program and MCH Categorical Programs; develops and interprets policies and procedures for all public health nursing programs; writes protocols for public health services; advises staff on the interpretation and application of departmental policies and public health laws and regulations; develops programs and budgets for Public Health programs and services; develops information concerning community health needs, including the coordination and interpretation of statistical data; evaluates the effectiveness of current public health policies and practices; assists with the formulation of new policies and practices; performs program planning and development work; assists with grants administration; schedules clinic sites, times, and staffing; reviews medical records for release to other agencies; reviews the assignment and referral of clients to nursing staff; supervises public health clinics; performs public health nursing work; prepares reports and correspondence; prepares and reviews annual program budgets; interprets policies and regulations for the public; serves as a consultant for community agencies; represents the

Department with other government agencies; participates in State level organizations advocating for Public Health service, coordinates closely with Behavioral Health and Social Services Departments; serves as an advisor to the County Administrative Officer.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in clinic, office, and private home environments; exposure to communicable diseases and blood borne pathogens; continuous contact with other staff and the public. The incumbent is expected to follow universal precautions. The incumbent may be required to drive in remote areas of the County in all weather conditions.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, methods, practices, and current trends of general and public health nursing. Community aspects of public nursing, including community resources and demography and their relationship to the development and operations of public programs and services. Federal, State, and local laws and regulations governing communicable disease and human disabilities.

Environmental, sociological, and psychological problems related to public health nursing programs. Child growth and development.

Program planning and development.

Principles, techniques, and practices of public health administration.

Budget development and expenditure control.

Principles and techniques of effective employee supervision, training, evaluation, and development.

Ability to: Plan, organize, supervise, manage, and administer a Public Health Nursing Program and services.

- Provide direction, supervision, training, and work evaluations for assigned staff.
Develop, organize, analyze, and interpret statistical data.
Develop and administer a budget and control expenditures.
Develop and maintain effective public relations efforts.
Develop and prepare public health statistics, records, and required reports.
Communicate effectively orally and in writing, including the preparation of clear, concise narrative reports.
Effectively represent the Public Health Department in contacts with the public, community organizations, and other government agencies.
Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Completion of sufficient education and experience to meet the State of California certification requirements. A typical way to obtain the required knowledge and abilities would be:

Broad experience performing public health nursing work including three (3) years in an administrative or supervisory capacity.

Completion of a Master's Degree in Nursing, or a related health field, is desirable.

Special Requirements:

Possession of a valid license as a Registered Nurse in California and a Certificate as a Public Health Nurse issued by the California State Board of Registered Nursing.

Possession of a valid California Driver's License.