ASSISTANT DIRECTOR

JOB DESCRIPTION

Office Location: Yes - Hillsboro
No - Arnold

Department: Yes - Administration
No - Environmental Health
No - Health Education
No - Nursing
No - Clerical

Employment Status: Yes - Full-Time
No - Part-Time
No - Consultant
No - Intern

Job Classification: Yes - Exempt
No - Non-Exempt

Immediate Supervisor: Kelley Vollmar, Interim Director

Salary Range: Based Upon Experience

**DESCRIPTION OF EXECUTIVE DIRECTOR ROLE:** The purpose of this position is to assist in the management of the overall day-to-day operations and personnel of the Health Department to assure the successful achievement of the department's vision, mission, and program objectives. The Assistant Director promotes and supports population health in Jefferson County by providing senior management, leadership and public health expertise. This position promotes individual and population public health by providing the essential services of public health within a variety of settings, ensures compliance with a broad range of current local health and environmental codes, regulations and policies; participates in multi-faceted community health and environmental projects; and provides technical assistance and information to individuals, families and groups regarding public health and environmental issues. The Assistant Director provides mentoring, supervision and technical assistance to all staff. Work is performed under the general direction of the Interim Director. Position assumes all duties of the Interim Director in her/his absence and supervises in conjunction with Director, all employees within the department.

**DUTIES PERFORMED:**

1. Assists in the direction and overall planning, development, and administration of a mid-sized local public health agency; overseeing program areas such as: chronic disease prevention; maternal, child and family health; environmental health and communicable disease prevention; nutritional health and services; health standards and licensure; health information, regulations, and improvement; emergency response; or closely related areas.

2. Assists in the identification of program priorities and the development and implementation of new programs and services.

3. Provides consultation to doctors, health care providers, hospitals, other local health departments, and other agencies linked with health care in the effective delivery of public health programs.

4. Ensures individuals receive program services appropriate to their needs and program eligibility.

5. Oversees the development of community-based coalitions; works with coalitions, advocacy groups, and others interested in program issues to develop plans and outcomes to address specific public health issues.

6. Prepares new and/or revises existing standards, regulations, and policies for implementation.

7. Maintains responsibility for program management, decision-making, policy assessment, planning, budget, and/or supervisory responsibilities.

8. Assists the Interim Director in guidance of administrative personnel in general management aspects of policy development, program planning, and coordination as related to assigned responsibilities; assists in the evaluation of policy effects and/or organizational changes and new programs.
9. Reviews and/or revises programs in the area of responsibility to ensure compliance of operations with laws, regulations, policies, plans, and procedures.

10. At the request of the Interim Director, participates in meetings with outside agencies to develop, coordinate, implement, and/or interpret new or revised initiatives.

11. Oversees the development of budget requests and the monitoring of expenditures according to budget allocations/appropriations.

12. Reviews reports and related information to evaluate existing organizations, policies, procedures, and practices as related to agency programs.

13. Maintains communication and cooperation with local and community organizations and other interested groups pertaining to public health issues.

EXAMPLES OF REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Comprehensive knowledge of National Public Health Performance Standards and National and Missouri Public Health Accreditation Standards;

2. Comprehensive knowledge of Continuous Quality Improvement (CQI) and Performance Management and Evidence-Based Decision Making models

3. Comprehensive knowledge of the impact of State and Federal Legislation and funding requirements on Public Health Agencies;

4. Comprehensive knowledge of the principles and practices involved in the administration of health, public health, regulatory and senior programs and/or services.

5. Comprehensive knowledge of the organization and operation of public agencies at the national, state, and local levels which are involved in public health programs and/or services.

6. Comprehensive knowledge of the philosophy and objectives of public health programs and/or services.

7. Comprehensive knowledge of the programs and objectives of a local health agency and the inter-professional relationships in the implementation of its programs.

8. Comprehensive knowledge of current human service issues and theories.

9. Comprehensive knowledge of the organization and functions of advocacy groups, voluntary agencies, civic organizations, and similar groups interested in public health activities.

10. Comprehensive knowledge of managerial techniques and administrative practices.

11. Ability to plan, promote, and direct complex public health programs and/or services at the local level.

12. Ability to analyze complex health data and formulate plans for coordinating and establishing new or improved health services and programs.

13. Ability to secure cooperation from other public and private agencies in developing and guiding health, public health, regulatory, and senior programs, and/or services.

14. Ability to develop, implement, and administer assigned program and/or services to achieve positive program and client outcomes.
15. Ability to establish and maintain effective working relationships with departmental officials, legislators, staff associates, the general public, and others.

16. Ability to analyze and evaluate policies and operations and formulate recommendations.

17. Ability to communicate effectively.

18. Ability to provide leadership and supervision to professional, technical, and related program staff.

19. Ability to manage change, provide program management, and achieve results.

20. Ability to develop short and long-range plans that meet established objectives and contribute to the overall goals and mission of the agency.

SUPERVISORY REQUIREMENTS: ☒ Yes ☐ No

EDUCATION LEVEL:
- ☐ High School
- ☐ Associate’s Degree
- ☒ Master’s Degree
- ☐ Vocational School
- ☐ Bachelor’s Degree
- ☐ Doctoral Degree

Additional Experience:
A Master’s Degree in Public Health (MPH) or other master’s degree relevant to Public Health is preferred. Candidates must also have two years’ experience in public health management/administration experience or health related field.
Applicants must also have graduated from a Public Health leadership institute OR possess a certificate in public health administration OR possess a certificate as a public health administrator (or be able to successfully complete one of those qualifications within twelve months of appointment). The successful candidate will also be required to reside in Jefferson County within twelve months of their appointment unless that can be shown to be an unusual burden on the family.

SPECIAL NOTE: All JCHD staff are required to report for duty in the event of an emergency response event as deemed appropriate by JCHD Emergency Response Unit personnel.

CONTINUING EDUCATION REQUIREMENTS / EXPECTATIONS:
As a condition of employment by Jefferson County Health Department the employee must maintain all applicable licenses and certifications appropriate to this position in current status. This requirement contemplates satisfactory completion of required re-certification course work. Completion of continuing education course work that may not be mandatory for re-certification qualification; but which is designed to ensure currency in the discipline, is encouraged. Additionally, emergency response training courses, identified as appropriate by ordinance, statute, or administration must be completed within established time frames. Annually, JCHD administration will require various course work completion which is not discipline specific and is determined to be of benefit to the organization as a whole.

Please send resume to: Jefferson County Health Department, PO Box 437, Hillsboro, MO 63050, attention: Human Resources Department or e-mail resumes to jeana.vidacak@jeffcohealth.org