

Rio Grande County Job Description Draft

Job Title: Public Health Deputy Director
Department: Public Health Department
Reports to: Public Health Director
Prepared Date: 1/28/2019
Approved By: Board of County Commissioners
Approved Date: 1/30/2109

Classification: Grade 15

Summary

The Deputy Director performs assigned executive level duties under the direction of the Public Health Director and, in the absence of the Director, provides executive leadership for the Public Health Department. The Deputy coordinates and supports work in all Public Health divisions and programs, and specifically supervises work in the department's prevention programming. The Deputy assists the Director in the areas of administration, finance, budgeting, communication, grants management, training, policy and human resources, as assigned.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Provides oversight and directs the implementation of operations, programs and divisions, provides strategic planning, coordinating, administering and evaluation of programs, processes, systems, grants and services.

Oversees the planning, supervision and coordination of Departmental services as assigned by the Director.

Ensures compliance with applicable regulations and standards.

Oversees the establishment, review and revision of departmental policies and operating procedures and directs the optimization of resource utilization and program/service outcomes.

Represents the department to key community health and wellness partners, community organizations, and engages in collaborative efforts to promote organizational strategic goals and objectives.

Acts as an official representative of the Department in a professional manner with local, state, and national agencies and organizations.

Oversees communication efforts, including periodic reports, community assessments, press relations and marketing.

Develops short and long-term goals, objectives and plans.

Develops, administers and monitors budget in coordination with the Director. Reviews financial statements. Enforces internal control policies.

Participates in the recruitment and hiring of top-level departmental staff.

Directs facility management functions and long-range capital planning and budgeting.

HOURS

This is a full time position at 35 hours per week. Some evening and weekends may be needed, with advance scheduling, and will be accommodated through flex time.

SUPERVISORY RESPONSIBILITIES

May supervises program directors and staff of assigned departments and programs. Supervision includes oversight of day-to-day operations, as well as decision-making, goal setting and evaluation.

EDUCATION and/or EXPERIENCE

A Master's Degree from an accredited college or university in Public Health, Public Administration, Business Administration or related field is preferred; at least a Bachelor's Degree is required. A minimum of five years professional experience in an upper level management position is preferred.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

LANGUAGE SKILLS

Ability to read and interpret documents such as State regulations and procedure manuals. Ability to write, correspond, and to speak effectively with clients, community members and/or employees of the organization. Ability to communicate clearly and concisely verbally and in writing. Ability to prepare technical reports, provide direction and make presentations to a wide variety of audiences.

MATHEMATICAL SKILLS

Basic math skills are required.

REASONING ABILITY

Ability to solve problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to supervise all levels of personnel. Knowledge of the essential functions of public health within a society.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS: 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.

While performing the duties of this job the employee is regularly required to talk and/or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet, with possibilities for moderate office noise. Work is divided between an office environment and the community.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform the above requirements satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A pre-employment drug screening and background check will be required. A current Colorado Driver's License is preferred.*