

**Class Title:** Bureau Manager, Community Health  
**Department:** Health - Admin  
**FLSA:** Exempt

**Class Code:** 5575  
**Grade:** 25  
**Eff. Date:** 10/15/2020  
**Revised:** 11/09/2021

**GENERAL PURPOSE**

Under the general guidance and direction of the Community Health Services Division Director, performs administrative and supervisory duties in managing, planning, implementing, and evaluating community health programs in Davis County.

**EXAMPLE OF DUTIES**

Plans, manages, supervises, coordinates, and evaluates programs designed to promote health, improve health equity, reduce health disparities, and prevent disease caused by environmental and behavioral factors in Davis County. Acts in the absence of the Community Health Services Division Director. Ensures grant and contractual obligations are met and timely reports are generated and submitted.

Performs grant writing and negotiates contracts to provide funding for community health programs; prepares and administers bureau budget. Monitors budget spending to ensure efficient and complete use of grant funds. Supervises creation and administration of community substance use prevention grant program. Assists the Community Health Services Division Director in preparation of the division budget, grant applications, and interagency agreements. Identifies alternative funding sources to support community health programs. Identifies opportunities to collaborate with community partners to further impact and reach of community health programs.

Develops enforcement program policies and procedures. Conducts and coordinates inspection and enforcement activities ensuring compliance with state laws and rules, and board of health regulations. Monitors enforcement data trends, develops reports and recommendations for improvement. Provides technical assistance to partner agencies and local businesses. Consults with state and local government partners regarding assessment, implementation, and evaluation of enforcement and other community health programs.

Hires, trains, and supervises employees; assigns work and determines staffing needs; develops performance plans and evaluates performance in accordance with all county policies and procedures and practices; promotes professional development and delivers ongoing professional training to division staff. Coordinates the development of student intern training opportunities.

Develops community needs assessments; evaluates and analyzes quantitative and qualitative data; makes recommendations for further research and program implementation. Stays informed of most current health, disparity, and socioeconomic data for Davis County and directly applies data findings to develop program improvements based upon identified gaps and needs. Reviews and maintains current understanding of federal, state, and local laws, rules and regulations related to division community health programs to ensure compliance.

Participates in development of annual division and department level strategic plans, establishes measurable and achievable short- and long-term goals and objectives in collaboration with other management staff, conducts process evaluation, and assesses progress. Prepares annual reports, health

program reports for community partners, and reports for grants and contracts.  
Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in public health or health education, or a closely related field, plus five (5) years of full-time experience in a closely related field, OR four (4) years of full-time experience in a closely related field plus one (1) year of supervisory experience. A Master's Degree from an accredited college or university in a directly related field may be substituted for one (1) year of experience.

Preference may be given for Certified Health Education Specialist (CHES) certification.  
Preference may be given for a Master's Degree in a related field of study.

2. **Special Qualifications:**

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Necessary Knowledge, Skills and Abilities:**

**Considerable knowledge of:** health education principles, social determinants of health, social ecological model, shared risk and protective factors, social marketing, epidemiology, communicable disease control, sanitation, nutrition, safety, ethnic health practices, public health theory and practice, population-based health care; strategic planning principles and financial management; management theory regarding personnel management; group dynamics; quality assurance; effective supervisory practices and the ability to apply theory to practice.

**Working knowledge of:** community resources, allied groups and agencies relating to human services.

**Skill in:** using all applicable computer hardware and software; using common office equipment.

**Ability to:** work with diverse groups; set measurable public health performance goals; supervise and work with others; investigate, analyze and solve problems; organize, plan and set priorities; effectively use technology (i.e., computers and applicable software); communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, other agencies, the media, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required



## CLASS SPECIFICATION

of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

### Approval Information

Date:	11/2021
Department Approval:	Ivy Sales
HR Generalist Approval:	Hollie McKinney
Classification Approval:	Marina Brito