



## CLASS SPECIFICATION

Class Title:	<u>Director, Health</u>	Class Code:	<u>8030</u>
Department:	<u>Health</u>	Eff. Date:	<u>1/1/82</u>
Merit Status:	<u>Exempt</u>	Grade:	<u>35</u>
FLSA:	<u>Exempt</u>	Revised:	<u>1/22/16</u>

### GENERAL PURPOSE

This is an appointed (at-will) position under the administration of the Davis County Board of Health. Under broad policy guidance and direction from the Davis County Board of Health, performs as Administrative Officer of the Davis County Health Department.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

- Promotes and completes the mandate of the Davis County Board of Health; functions within the framework of statutes, policies, rules, and regulations of the State of Utah pertaining to the local health department.
- Performs personnel administration functions within the department and interprets personnel policies; determines or reviews decisions regarding personnel selection, placement, termination, transfer, etc.; motivates, evaluates, and disciplines subordinates to obtain department goals.
- Plans and develops the health department's programs; determines objectives, organization, finances, allocation of supervisory responsibility, work methods, incentive systems, and public relations; conducts regular meetings with department staff.
- Acts as a consultant to local, state, and federal officials and private and volunteer organizations in promoting the health of the Davis County citizens.
- Directs health programs; develops and implements new programs; administers and directs enforcement of state and local health laws, regulations, and standards; manages the day to day functions of the department.
- Investigates the causes and supervises the control of epidemics, infections, communicable disease outbreaks, and other disease and environmental conditions affecting the health of county citizens.
- Coordinates activities of the department with the Davis County Commission, County Department Heads, political leaders, the medical profession, local governments, health professionals, and various agencies.

- Supervises the preparation of county demographic characteristics and health information for program evaluation and change; acts as the local registrar of vital statistics.
- Performs public relations duties; conducts meetings; prepares news releases; organizes and participates in monthly Board of Health meetings to discuss problems, policies, and propose direction of the department.
- Prepares department budget for Board approval; monitors and approves expenditures; supervises grant applications for state and federal programs.
- Coordinates clinical activities of Department with Contract Physicians, or if licensed as a Physician, supervises and performs direct clinical services in child health conferences, family planning, venereal disease, clinics, and other health or disease investigations.
- 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 Master's Degree in public health or related health area with at least five (5) years of professional, full-time, senior level administrative experience in public health.  
*OR*
- Graduation from an accredited college or university with a Bachelor's Degree in a related health area, *and* a Master's Degree in public or business administration with at least five (5) years of professional, full-time, senior level administrative experience in public health.  
*OR*
- Licensed as a physician, graduated from a regularly chartered medical school with at least one year's graduate work in an accredited school of public health, with at least five (5) years professional full-time administrative experience, most of which has been in public health in a senior level administrative capacity.  
*OR*
- Licensed as a physician, graduated from a regularly chartered medical school with a Master's Degree in public health or public administration and have at least three (3) years full time experience in a senior level administrative capacity.

##### 2. Special Qualifications:

- Must pass a criminal history background investigation.

- Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license 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).
- Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities.

Thorough knowledge of:

- Principles and practices of public health and public health administration; current health codes, laws, regulations and guidelines.
- Federal and state regulations governing local health departments.
- Principles and practices of accounting and financial analysis; funding sources available for public health services; budgets and grant procedures; budget preparation and compliance.
- Emergency health procedures.
- County policies, procedures, and practices. Working knowledge of State and Federal employment laws including ADA, FMLA, FLSA, Workplace Harassment, Workers Compensation.
- Principles and practices of effective program management and employee supervision.
- Applicable to physicians: principles and practices of modern medicine and its application to public health; the nature and causes of various communicable diseases and other diseases.

Skill in:

- Public relations and public speaking.
- Making sound decisions.
- Leadership practices and human relations.
- Composing a variety of documents.

- Applicable to physicians: effectively diagnosing and treating infectious, communicable, and other diseases; operating medical equipment and instruments.
- Operating all applicable computer hardware and software programs/applications; operating standard office equipment including a multi-line telephone, multi-function copier, and fax machine.
- This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to:

- Exercise sound independent judgment and discretion and make sound decisions.
- Design, organize, and administer a comprehensive public health program; set measurable public health performance goals; set and apply strategic planning principles and financial management; organize, plan and set priorities; apply substantial body of knowledge of principles, concepts and practices.
- Formulate and administer policies and procedures.
- Prepare and manage the annual budget, and operate within approved budget levels.
- Delegate responsibility; motivate subordinates; direct, supervise, assign, and evaluate the work of others; address employee performance problems in a timely manner; initiate and implement disciplinary action.
- Receive/handle sensitive information and maintain strict confidentiality.
- Prepare and present statistical and narrative reports; present written and oral reports; compose professional correspondence, reports, contracts, and other documents; understand large complex spreadsheets.
- Investigate, analyze and solve complex problems; make decisions and perform efficiently under pressure/deadlines.
- Facilitate group processes; build consensus among competing interests; conduct group training; coordinate work and services with multiple organizations.
- Work for sustained periods of time maintaining concentrated attention to detail.

- Communicate effectively, orally and in writing, follow written and oral instructions; establish and maintain effective working relationships with supervisors, board of health members, other employees, local, state, and federal officials, other allied agencies, and the general public.