



CLASS SPECIFICATION

Class Title: Division Director, Community Health
Department: Health
Merit Status: Exempt
FLSA: Exempt

Class Code: 610
Eff. Date: 1/1/2013
Grade: 29

GENERAL PURPOSE

This is an appointed (at-will), merit-exempt position under the administration of and appointed by the Davis County Director of Health. Under general direction of the Director of Health, performs professional, administrative/managerial duties in developing, managing, planning, and evaluating the programs and services in the Community Health Division.

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.)

Represents the Community Health Division and acts as a deputy director for the Director of Health with duties as assigned.

Directs the Division of Community Health including operations of tobacco prevention and control, injury prevention and control, physical activity, nutrition, and obesity (PANO), violence prevention, community education and outreach, and public health emergency preparedness. Plans, manages, supervises, and evaluates programs related to health education programs that educate, promote health, and prevent disease.

Develops community needs assessment; evaluates and analyzes quantitative and descriptive data; makes recommendations for further research and program implementation. Evaluates a variety of data, surveys, economic and social trends of county, and makes recommendations for program changes. In response to community assessments and data, develops health promotion plan and programs to meet needs of County residents. Assures and develops performance based program evaluations to achieve continuous improvement in programs and services.

Performs grant writing and negotiates contracts; prepares and administers division budget, grant applications, and interagency agreements. Identifies alternative funding sources to support health promotion programs. Responsible for meeting contract obligations for such programs as the State Tobacco Contract, State Injury and Prevention Contract, etc.

Monitors and ensures compliance with federal and state laws, rules, regulations and guidelines; ensures compliance with all County policies, procedures, and practices.

Prepares reports and participates in developing short and long range plans; establishes measurable goals and objectives in collaboration with administration and staff that supports the mission of the Health Department; develops performance plans.

Promotes health discussions in schools and community agencies and organizations, maintaining the cooperation and interchanges between the public, civic organizations, volunteer and professional organizations. Coordinates with Federal and State officials. Acts as a consultant to local government officials, developers, health care providers, school officials, human services providers and other agency representatives.

Hires, supervises, and evaluates personnel in the Division; identifies and addresses employee performance and/or behavior problems in a timely manner; disciplines employees as necessary. Evaluates performance in compliance with County and Department policies, procedures, and practices; assures timely completion of employee performance plans and appraisals. Establishes criteria to assess and maintain competency of Division staff; directs methods and programs to assure appropriate professional training. Promotes best practices by establishing professional standards of care. Collaborates with local schools of nursing, nutrition, public health, aging and human services agencies, and other programs to provide training and education.

Assures access to effective management information systems and data collection systems for the Division that will aid in the analysis of demographic, epidemiological, financial, and other utilization information. Appropriately uses information from MIS in program and service planning.

Supports, participates, directs, and coordinates Division response during crisis events, i.e. bioterrorism, natural disasters.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other 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, Public Administration, Nursing, or other related health field, plus five (5) years of full-time experience in public health, one (1) year of which must include health education experience; or an acceptable combination of education and experience. Requires at least three (3) years of administrative or managerial experience within a related health field.

2. Special Qualifications:

Preference may be given for Certified Health Education Specialist (CHES) certification.

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: health education principles/practices, social marketing principles, related laws and regulations, epidemiology, nutrition, safety, ethnic health practices, public health theory and practices, population-based health care; strategic planning principles and financial management; budgeting practices and theory; application of principles and practices of effective personnel management/supervisory theory and practices; group dynamics; quality

assurance; County and department policies, procedures, and practices. Working knowledge of: community resources, allied groups and agencies relating to human services.

This position requires 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.

Skill in: grant writing; operating computer hardware and applicable software.

Skill in: using all applicable computer hardware and software programs/applications including Microsoft Word and Excel; using common office equipment including a multi-function copier, fax machine, multi-line telephone and 10-key calculator.

Ability to: exercise sound independent judgment, discretion, confidentiality, and personal responsibility; work with diverse groups; 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; assign, supervise, evaluate the work of others; address performance problems and initiate disciplinary and/or corrective action in a timely manner; investigate, analyze and solve problems; prepare and present reports; prepare and manage annual budget, and operate within approved budget levels; communicate effectively (verbally and in writing); effectively use applicable computer hardware and software; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees/departments, clients, State and local health departments, other agencies, and the general public.