



CLASS SPECIFICATION

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

Class Code: 580
Eff Date: 4/1/86
Grade: 29
Revised: 07/21/16

GENERAL PURPOSE

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

Maintains compliance with State Rule to employ a registered nurse with education, experience, and Utah licensure consistent with the position requirements to supervise, evaluate, and be accountable for nursing practice conducted by local health department nurses in order to provide quality public health nursing service.

Directs the Division of Family Health including bureau operations of Public Health Nursing, Clinical Services, and WIC/Nutrition. Reviews and evaluates the operations of each bureau. Plans, analyzes, organizes, coordinates, and evaluates use of Division resources to deliver health services, education, or policy.

Directs, plans, implements, coordinates and evaluates services and programs related to personal health care, outreach services, and maternal and child health. Develops strategic, long and short term policies and plans for health care delivery systems in Davis County.

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

Evaluates social and economic trends, results of community assessments, State and Federal data, and determines effect on access to health care, and nutrition services in Davis County. As a result of analysis, implements and directs development of programs to improve access to health care and nutrition services.

Evaluates and analyzes quantitative and qualitative data. Implements and provides supervision of projects for further research. Assures and develops performance based program evaluations to achieve continuous improvement in programs and services.

Directs and performs grant writing. Directs contract negotiations, interagency agreements, lease agreements, and capital expenditures for the Division. Directs the development of Division budget in collaboration with bureaus/programs; administers Division budget and expenditures; presents the Division budget to the Director of Health.

Hires, supervises, and evaluates personnel in the Division; disciplines employees as necessary. Evaluates performance in compliance with Davis County Policies and Procedures, and practices. 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. Delegates appropriate authority and provides direction to bureau directors and other managers in various administrative positions.

Works with city, county, state officials, and community groups to obtain resources for program operation. Serves on committees at various levels of government; provides input and advice on policies and programs for personal health care, outreach services, and maternal and child health.

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.

Collaborates with local schools of nursing, nutrition, public health, and other programs to provide training and education.

Directs the development and provision of Public Health services that affect communities with at-risk and/or high-risk populations. Assures development and provision of culturally, age, and gender appropriate health care, education, outreach, and nutrition services.

Assures access to effective management information systems (MIS) 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 Nursing, Public Health, Public Administration or other related health field, plus five (5) years of full-time nursing experience in public health. An acceptable combination of education and directly related experience may be considered. Requires at least three (3) years of experience in an upper level administrative position in a related field.

2. Special Qualification:

Must be licensed as a Registered Nurse in the State of Utah.

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: nursing/public health theory and practice; public health epidemiology; communicable disease control; sanitation; nutrition; safety; ethnic health practices; population based health care; social marketing principles; related health laws and regulations; related federal and state laws, regulations, and guidelines; funding sources; application of principles and practices of effective management and supervisory theory; group dynamics; quality assurance; budgeting practices and theory; County and department policies, procedures, and practices.

Skill in: grant writing; 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.

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.

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.