

PUBLIC HEALTH DIRECTOR

DEFINITION

Directs the activities of the County's Public Health Programs including personnel management, program planning and evaluation, and public relations; to plan, organize, schedule, assign and supervise the work of public health nursing, community health nursing, and other health services staff; to organize, coordinate, evaluate and direct special programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a Department Head class with responsibility for planning, organizing, directing, and supervising public health programs and the work of professional and non-professional public health staff.

REPORTS TO

Director of Health and Human Services.

CLASSIFICATIONS DIRECTLY SUPERVISED

This position provides direct supervision to Public Health Nurse Supervisors, Health Educator, Health Education Assistants and contractual employees. Could supervise Public Health Nurse I & II, Registered Nurse, Nurse Practitioners, Administrative Supervisor, Physical/Operational Therapist and Administrative Secretaries.

EXAMPLES OF DUTIES

Provide direction on the interpretation and application of public health laws and regulations. Follow the guidelines of the Health & Safety Code related to public health. Direct and administer public health programs, including program development, budget development, budget oversight and accountability. Provide direction and oversight for public health programs and activities, including communicable disease control, tuberculosis control, sexually transmitted disease and AIDS prevention and control; California Children Services, Family Planning and MCH; advises staff on the interpretation and application of agency policies; evaluate the effectiveness of current public health policies and practices, performs program planning and development work; assists with grant development and administration; participate in TCM and MAA administrative activities; prepares reports and correspondence; prepares and reviews annual program budgets; interprets policies and regulations for the public; acts as consultant to outside agencies; represents the Department with other government agencies; acts as chief advisor to Director of Health and Human Services on public health matters; selects and hires public health staff.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 25 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or clinic environment; exposure to communicable disease; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, methods, and procedures of general nursing and public health nursing.
- Community public health problems and issues and their relationship to the development and operations of public programs and services.
- Federal, State, and County laws and regulations applicable to public health program and communicable disease control.
- Causes, means of transmission, and method of control of communicable diseases, including sexually transmitted diseases, AIDS and tuberculosis.
- The sociological and cultural problems involved in a public health nursing program.
- Program planning and development.
- Principles, techniques, and practices of business and public health administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, and development.

Ability to:

- Plan, organize, supervise, and administer the functions and services of a Public Health Nursing Program.
- Develop, organize, analyze, and interpret statistical data.
- Provide direction, supervision and training for Department staff.
- Develop and administer a budget and control expenditures.
- Review the work of Department staff and resolve problems.
- Be responsible for the development, maintenance, and preparation of public health statistics, medical records, and reports.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Coordinate assigned activities with community organizations and other government agencies.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of experience performing public health nursing work, including two (2) years in a management or supervisory capacity. (Possession of (1) a Master of Public Health degree from a program accredited by the American Public Health Association; or (2) a Master's degree in Health Administration may substitute for one year of the required experience.)

Graduation from college with a BA degree in nursing.

Special Requirements: Possession of a valid license as a Registered Nurse in California and a certificate as a Public Health Nurse in California issued by the State Department of Health Services.

Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.