



(Revised 9/18)



UMATILLA COUNTY POSITION DESCRIPTION



Department: Umatilla County Public Health
Position Title: Public Health
Director

Employee Name:

Effective Date: September 1, 2018

Job Series:

Salary Range: 37

Union Covered: No

BOLI Exempt: Yes

GENERAL DESCRIPTION OF POSITION

The Public Health Director is responsible for administering public health services provided by the County. Work is performed under the general direction of the Commissioner liaison. The director is an at-will employee, appointed by and serving at the pleasure of the Board of County Commissioners and supervises the employees of the Division. This position is designated as Health Administrator as required by OAR 431.418(1).

SUPERVISORY RELATIONSHIPS

Provides oversight to Public Health programs, including direct supervision to subordinates assigned to implement specific Public Health programs. Carries out supervisory responsibilities in accordance with County policies, procedures and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PRINCIPAL DUTIES OF POSITION

1. Supervises subordinate employees including assigning and reviewing work, evaluating performance, taking necessary disciplinary action and making hiring and termination decisions. A critical component of supervision also includes the ability to lead, support, and build a healthy and functional team for UCo Health. This is a requirement of the incumbent.
2. Develops, implements, evaluates, and revises program policies, procedures, work methods and action plans.
3. Coordinates preparation of annual county health plan and integrates plan with other agencies and groups to meet current public health needs of the community.
4. Coordinates with the Board of Health and County Commissioner liaison to establish short and long term department goals.
5. Provide information concerning activities of the Division and submit an annual budget for approval to the Board of County Commissioners. Monitors and approves expenditures

- to remain with in budgetary constraints.
6. Act as the agent of the Oregon State Health Division in enforcing state public health laws and administrative rules.
 7. Prepare various statistical, financial and special reports.
 8. Provide leadership with the local jurisdiction and overall health planning and development including assessing public health service needs in the county.
 9. Direct operational analysis, program evaluation, standards development, research/planning programs of the Division and management of information systems.
 10. Represent the county health division in negotiating and coordination of public health services with the community, State and Federal government, and Conference of Local Health Officials.
 11. Leads the Public Health Division management team in planning for program development and implementation, staffing and budgetary concerns.
 12. Ensure performance of quality assurance activities, evaluate functioning of individual programs in relation to goals, objectives and existing laws and regulations.
 13. Responsible for coordinating training, in-service and orientation of all personnel to maintain state of the art health care.
 14. Assure that all necessary client and operational records are kept in compliance with State guidelines and Federal regulations.
 15. Maintains adequate supplies of equipment to insure continuity of programs.
 16. Maintains liaison with State and county Officials, medical community, resource organizations and community leaders to obtain support for and an understanding of public health programs to develop mutually beneficial programs.
 17. Provide education to the community on public health issues.
 18. By Oregon law possess the powers of constable or other peace officers in all matters pertaining to public health.
 19. Responsible for 24 hour on-call coverage of communicable disease/emergency Public Health crisis. Maintains advanced knowledge of emergency preparedness in order to respond during emergency situations.
 20. Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies.
 21. Appoints, with the approval of the Board of County Commissioners, the medical officer.

22. Ability to multi-task and follow up and through on commitments.

OTHER DUTIES OF POSITION

Exercises direct supervision and management over the Environmental Health programs. To include On-site Septic System program and Food, Pool, & Lodging program.

REQUIREMENTS FOR POSITION

Bachelor's Degree in Public Health, Healthcare, Public Administration, Business Administration, or similar field; plus a minimum of three years progressive responsibility experience and the skills and ability to meet minimum standards as defined by the Conference of Local Health Officials (CLHO) and other associated governing entities. Knowledge of the principles of public health; the practice of public health administrative management principles; and community health services preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, Healthspace datasystem, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee often works in outside weather conditions. The noise level in the work environment is usually variable.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date



UMATILLA COUNTY

POSITION DESCRIPTION



Department: Umatilla County Public Health
Position Title: Public Health
Deputy Director

Employee Name:

Effective Date: September 1, 2018

Job Series:

Salary Range: 35

Union Covered: No

BOLI Exempt: Yes

GENERAL DESCRIPTION OF POSITION

The Public Health Deputy Director functions as a member of the Public Health Executive Management Team, and assists with administration of public health services provided by the County. The incumbent develops and implements division goals, objectives, policies, and priorities; while providing administrative direction to program supervisors.

SUPERVISORY RELATIONSHIPS

Public Health Deputy Director reports to the Public Health Director, and provides direct supervisory support to the Clinic Supervisor, Community Health Supervisor, NFP Supervisor, and Wellness hub group. Carries out supervisory responsibilities in accordance with County policies, procedures and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PRINCIPAL DUTIES OF POSITION

1. Supervises subordinate employees including assigning and reviewing work, evaluating performance, taking necessary disciplinary action and making hiring decisions. A critical component of supervision also includes the ability to lead, support, and build a healthy and functional team for UCo Health. This is a requirement of the incumbent.
2. Develops, implements, evaluates, and revises program policies, procedures, work methods and action plans.
3. Coordinates preparation of annual county health plan and integrates plan with other agencies and groups to meet current public health needs of the community.
5. Provide information concerning activities of the Division and assist with creation of annual budget for approval to the Board of County Commissioners. Monitors and approves expenditures to remain within budgetary constraints.
7. Prepare various statistical, financial and special reports.
8. In conjunction with Public Health Director, provide leadership with the local jurisdiction

and overall health planning and development including assessing public health service needs in the county.

9. Assist with operational analysis, program evaluation, standards development, research/planning programs of the Division and management of information systems.
10. Represent the county health division in negotiating and coordination of public health services with the community.
12. Ensure performance of quality assurance activities, evaluate functioning of individual programs in relation to goals, objectives and existing laws and regulations.
14. Assure that all necessary client and operational records are kept in compliance with State guidelines and Federal regulations.
15. Maintains adequate supplies of equipment to ensure continuity of programs.
16. Maintains liaison with the medical community, resource organizations and community leaders to obtain support for and an understanding of public health programs to develop mutually beneficial programs.
17. Provide education to the community on public health issues.
20. Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies.
22. Ability to multi-task and follow up and through on commitments.

OTHER DUTIES OF POSITION

Exercises direct supervision and management over the Wellness hub program and technical support for School Based Health Center contract.

REQUIREMENTS FOR POSITION

Bachelor's Degree in Public Health, Healthcare, Public Administration, Business Administration, or similar field; plus a minimum of three years progressive responsibility. Knowledge of the principles of public health; the practice of public health administrative management principles; and community health services preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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- k. Assemble and make recommendations for program budgets to the UCo Health Deputy Director and/or Director (EE).
- l. Ensuring communication and coordination with related UCo Health programs and external partners, stakeholders and funding partners. (EE)

1. Accreditation duties of Position

- 1. Participate in the coordination of UCo Health Department activities related to submission of accreditation materials. (EE)
- 2. Actively participate as an accreditation team member (EE)
- 3. Maintain knowledge of Quality improvement based on the Plan-Do-Check-Act (PDCA) model (EE)
- 4. Actively serve on Quality Improvement teams and/or identify processes for improvement as assigned (EE)

1. Professional Relationships

- 1. Establish and maintain collaborative and effective working relationships with staff members, other county employees, representatives of other agencies and organizations, and members of the community.

1. Professional Development

- 1. Attend education and training modules that encourage professional development and enhance continual learning; assist in training and mentoring of co-workers; and maintain regular and consistent attendance.

OTHER DUTIES OF POSITION

- a. Assess the needs within the county for prevention services and with appropriate groups, plan and develop programs with a primary focus on providing improved student/child access to onsite care while attending school and early learning programs (EE)
- b. Analyze services and health data and incorporate results into program planning and implementation (EE)
- c. Plan, organize and direct the work of professional, technical and support personnel (EE)
- d. Interview and recommend for hire; orient staff to agency policies and programs (EE)
- e. Provide for staff development through in-service educational programs; individual guidance; performance evaluation; and other staff development techniques (EE)
- f. Participate in determining priorities for service and allocate staff accordingly (EE)
- g. Represent the agency to community groups, other agencies and media (EE)
- h. Provide education to the community on school health issues (EE)
- i. Perform clinic duties and other duties as assigned (EE)
- j. Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies (EE)
- k. Maintain positive and respectful interpersonal relationships with staff (EE)

REQUIREMENTS FOR POSITION

Graduation from an accredited school with a Bachelor in a public health related field minimum; Master's Degree preferred. Three (3) years of experience with a community health agency, which includes two (2) years of supervisory experience; valid Oregon driver's license; overnight travel required; ability to accept and utilize supervision; maintain confidentiality and work with people of all socioeconomic cultured groups. Five or more years of related experience may substitute for education.

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

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TOOLS AND EQUIPMENT USED

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WORK ENVIRONMENT

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