

Sample Job Description
Health Officer & Director of Public Health Department

Role: To serve as Health Officer per code and statutory requirements; to plan, organize, and direct all functions related to public health in the county (or city) including enforcement of all related laws, ordinances, and regulations; to act as a medical and public health consultant to the Board of Supervisors and County Executive Officer (or city council).

Essential functions:

- Plans, directs, and coordinates all functions and medical activities of multiple public health programs or services.
- Plans, organizes, directs and evaluates the delivery of comprehensive countywide programs to protect and promote public health and mitigate public health hazards.
- Enforces all statutes, ordinances and regulations related to public health.
- Consults and provides policy direction regarding communicable disease control, outbreak investigations and emergency preparedness and response.
- Formulates and implements policies and procedures within multiple health programs or services.
- Monitors quality assurance and utilization review policies, processes, and methodologies.
- Makes decisions regarding screening, treatment, and case management policies.
- Evaluates existing services, identifies needs, and develops long-range health program and service plan, including goal setting and program design and evaluation.
- Develops and implements innovative and traditional health plans and programs.
- Identifies operational problems and formulates appropriate solutions.
- Acts as liaison and exchanges information with public and private health services/programs, hospital and medical associations, state and national public health organizations, advocacy organizations, volunteer groups, law enforcement agencies, emergency medical and disaster service providers, and community groups.
- Supervises subordinate staff.

QUALIFICATIONS:

Knowledge of:

- Clinical medicine, public health and health care (e.g., epidemiology, biostatistics, environmental health, maternal and child health) management and administration
- Federal, State and local laws governing public health programs and laws, statutes and regulations governing California Health Services providers and JCAHO and other regulatory requirements
- Principles of leadership and supervision
- The legislative process
- Advanced management practices and organizational principles including program development, implementation and evaluation in a multi-service agency
- Disaster preparedness and National Incident Management System (NIMS)

- Public Health Laboratory science
- Principles of government organization, public financing and budgeting
- Quality assurance as it applies to public health programs/services
- The latest developments in medicine including local public health programs and ethics

Skill/Ability to:

- Plan, evaluate, and direct the overall activities of staff involved in the preparation and implementation of department policies and programs
- Coordinate departmental services with County (or city) departments and public/private entities
- Ensure that the Agency's activities conform to Federal, State, and local laws and regulations
- Work cooperatively to meet the public health goals of the County (or city)
- Implement and utilize effective surveillance and epidemiologic services
- Propose and implement creative approaches to traditional public health issues utilizing the best current scientific methods available
- Develop and implement innovative and traditional public health and preventative health care plans and programs
- Identify operational problems and formulate appropriate solutions
- Monitor quality assurance and utilization review policies, principles, and methodologies
- Act as liaison, exchange information, and collaborate with County (or city) programs and with a variety of outside agencies
- Effectively communicate with and through the media
- Drive for results and be accountable for outcomes
- Prepare annual budget and monitor revenues and expenditures
- Supervise, train, mentor, and evaluate the work of subordinate staff
- Establish short and long range plans to meet projected service levels
- Prepare and persuasively deliver public presentations on the department's initiatives, activities, functions, and issues to a wide variety of audiences
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental agencies, the community, industry, media, and other organizations
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations

Education and Experience:

A valid license to practice medicine issues by the California State Board of Medical Examiners, AND five years of management level experience that demonstrates the ability to perform the essential functions of the classification. Experience must include at least one year of supervision.

