



CLASS SPECIFICATION

Class Title: Deputy Director, Health
Department: Health
Merit Status: Exempt
FLSA: Exempt

Class Code: 797
Eff Date: 12/03/12
Grade: 31

GENERAL PURPOSE

This is an appointed (at-will) position under the administration of the Davis County Director of Health. Assists the Director of Health in managing and coordination of all divisions of the Davis County Health Department including development of administrative and financial programs. Acts in the absence of the Director. This is a merit-exempt position appointed by the Director of Health.

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.)

Acts as the administrator of the department in the absence or incapacity of the Director of Health. Represents the Director when he or she is absent or delegates the responsibility. Assists in the supervision of administrative services and the department's divisions.

Represents the Director (as delegated) with municipal, local, and state governments; community organizations; national organizations, governing boards, and other agencies.

Initiates and coordinates the development of policies, procedures, practices and protocols.

Hires, supervises, and evaluates performance of department staff; may investigate and determine/implement appropriate employee disciplinary action. Evaluates performance in compliance with County and Department policies, procedures, and practices. Identifies and addresses employee performance and/or behavior problems in a timely manner. Initiates and imposes disciplinary action as necessary. Establishes criteria to assess and maintain competency of staff; directs methods and programs to assure appropriate professional training. Promotes best practices by establishing professional standards of care. Delegates appropriate authority and assists in providing direction to other administrative/management staff. Collaborates with management team to provide necessary training and education.

Assists the Director in implementing the mandate of the Davis County Board of Health; functions within the framework of statutes, policies, rules, and regulations of the State of Utah pertaining to the local health department.

Assists the Director in supervising Division Directors; may be assigned to provide direct supervision over Division Director(s) as delegated by the Director.

Supervises the preparation of county demographic characteristics and health information for

program evaluation and change.

Directs health programs; develops and implements new programs; administers and directs enforcement of state and local health laws, regulations, and standards; assists managing the day to day functions of the department.

Develops community needs assessments; evaluates and analyzes a variety of quantitative and qualitative data; apply biostatistical tools in evaluating and makes recommendations for further research and program implementation.

Leads the department's accreditation efforts in obtaining and maintaining accreditation status; responsible for the coordination, collaboration, and implementation efforts that cross-cut the department's divisions; responsible for the collection and indexing of all documentation relating to accreditation.

Develops, implements, and organizes the department's quality improvement, risk management, and information systems plans and associated activities.

Provides administrative oversight regarding communicable diseases and disease outbreaks; investigates the causes and supervises the control of epidemics, infections, communicable disease outbreaks, and other disease and environmental conditions affecting the health of county citizens. Works with the news media under the direction of Health Officer and acts as a spokesman for the department on communicable disease and epidemiological issues.

Responds to public health emergencies as required by the department or division administration.

Coordinates the implementation of all department contracts and grants as delegated by the Director; reviews and ensures all grants and contracts are correct and aligned with department's goals and objectives. Monitors all grant and contract deliverables and monitors grant expenditures.

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

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Masters Degree in public health, public or business administration (with an undergraduate degree related to public health), or other related health field, plus five (5) years of full-time senior level administrative and supervisory experience in public health. An acceptable combination of education and experience may be considered.

2. Special Qualifications:

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: principles and practices of public health and public health administration; current health codes, laws, regulations and guidelines; federal and state regulations governing local health departments; funding sources available for public health services; budgets and grant procedures; emergency health procedures; County policies, procedures, and practices; effective supervision techniques and program management.

Skill in: operating all applicable computer hardware and software programs/applications; operating standard office equipment including a multi-line telephone, multi-function copier, and fax machine.

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: formulate and administer policies and procedures; work with minimal supervision; act independently; design, organize, and administer a comprehensive public health program; delegate responsibility; motivate subordinates; assign, supervise, evaluate the work of others; address employee performance problems in a timely manner; initiate and implement disciplinary action; exercise sound independent judgment and discretion; maintain strict confidentiality; 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; prepare and present statistical and narrative reports; present written and oral reports; investigate, analyze and solve problems; prepare and manage the annual budget, and operate within approved budget levels; make decisions and perform efficiently under pressure/deadlines; coordinate work and services with multiple organizations; compose professional correspondence, reports, contracts, and other documents; work for sustained periods of time maintaining concentrated attention to detail; communicate effectively, orally and in writing, follow written and oral instructions; establish and maintain effective working relationships with supervisors, board of health members, other employees, local, state, and federal officials, other allied agencies, and the general public.