



## vCLASS SPECIFICATION

Class Title: Deputy Director, Health (Sr Services)  
Department: Health  
Merit Status: Exempt  
FLSA: Exempt

Class Code: 798  
Eff Date: 12/03/12  
Grade: 31

### GENERAL PURPOSE

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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 Senior Services activities 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 Director when he or she is absent or delegates the responsibility. Assists in the supervision of 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 department staff; may investigate and determine/implement appropriate employee disciplinary action. Evaluates performance in compliance with Davis County Policies and Procedures, and practices. Addresses performance problems in a timely manner. 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 with the organization and functions of the Davis County Senior Advisory

Board.

Implements requirements in the Federal Older Americans Act and regulations; monitors, evaluates, and comments on policies, hearings, programs, levies and community actions affecting older persons; represents the interests of older persons to public agencies or organizations; addresses and resolves client complaints; carries out activities in support of the state administered long-term care ombudsman program; coordinates planning with other agencies and organizations to promote new or expanded benefits and opportunities for older persons; designates and establishes a focal point for comprehensive service delivery in each community; establishes and trains a senior advisory council.

Directs, plans, implements, coordinates and evaluates services and programs related congregate and homebound meals, in-home and outreach services, senior centers, transportation, healthy aging, and ombudsman services. Develops strategic, long and short term policies and plans for senior services delivery systems in Davis County.

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 the elderly; prepares and presents material on Senior Services programs for various governmental agencies and community groups.

Organizes and writes material for all Davis County senior services plans; prepares budget material both line and program for county and state; analyzes fiscal reports on a regular basis to determine service-costs and funds established to cover costs; plans and implements new programs.

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.

Assures access to effective management information systems (MIS) and data collection systems for senior services that will aid in the analysis of demographic, epidemiological, financial, and other utilization information. Appropriately uses information from MIS in program and service planning.

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

Coordinates the implementation of all senior services 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 Master's Degree in gerontology, aging services management, public health, *OR* public or business administration (with an undergraduate degree related to aging or health services), or other related health field, plus five (5) years of full-time senior level administrative and supervisory experience in aging services or public health. An acceptable combination of education and experience may be considered.

2. Special Qualifications:

Must pass a criminal history background investigation as required by the position.

Must furnish personal transportation for on-the-job travel. Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must possess a valid driver license; 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).

3. Necessary Knowledge, Skills and Abilities:

Thorough knowledge of: social marketing principles; related federal and state laws, regulations, and guidelines; funding sources; principles, practices, and issues of gerontology; resources available to senior citizens; application of principles and practices of effective management and supervisory theory; group dynamics; quality assurance; budgeting practices and theory; County and departmental policies, procedures, and practices.

Working knowledge of: community resources, allied groups, and agencies relating to human services.

Skill in: grant writing; 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.