



## CLASS SPECIFICATION

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**CLASS TITLE:** PUBLIC HEALTH DIRECTOR \_\_\_\_\_ **FLSA STATUS:** Exempt  
**REPORTS TO:** BOARD OF HEALTH \_\_\_\_\_

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### **JOB SUMMARY:**

Under supervision of the Board of Health oversees and directs the planning, [development](#) and implementation of public health services. Assesses and monitors health factors in La Plata and Archuleta counties and develops strategies to effectively communicate health issues to the public. Provides oversight, evaluation, and program management for the agency. Responsible for program budgets as well as program compliance to local, state and federal requirements. Provides leadership and support for public health education and improvement activities.

### **ESSENTIAL JOB FUNCTIONS:**

*Essential functions, as defined under the American with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks:*

- Formulates and administers comprehensive public health programs based on needs and available resources; makes recommendations to and consults with the Board of Health on general policies and procedures, goals and proposals and methods of service delivery for public health programs.
- Plans, organizes and directs the work of professional, technical and administrative staff engaged in the delivery of public health services; determines the types and levels of services to be provided and standards by which delivery will be evaluated; [utilizes effective communication skills in providing leadership to staff](#); directs the preparation of annual budgets, health care plans and funding applications; monitors and evaluates delivery, performance and expenditures.
- Disseminates, interprets and implements policies, laws, and regulations of state/federal directives regarding medical and public health issues to physicians, department staff and representatives of hospitals, nursing homes, medical clinics and schools; develops positions on proposed legislation and advocates positions before state and federal agencies and community groups.
- Acts as the local registrar of vital statistics.
- Consults and coordinates with federal and state health officials and representative of local public and private health agencies in the enforcement of health laws and the development of programs to meet public health needs; directs searches for new funding sources and oversees grant application preparation and negotiation.
- Promotes the role of public health in the community through the creation of educational and informational opportunities.
- Meets and collaborates with numerous groups for the purposes of improving department operations, [including](#) participating counties and regional agencies, Colorado Department of Health and Environment, health care providers, state and federal officials, non-profit partners, volunteers and the general public.
- [Oversees](#) the collection [of](#) and [responsible for the](#) analysis of statistical data, reports and information. Research methods include conducting studies and surveys to determine public health needs.
- [Administers](#) necessary public health inspections regarding food sanitation compliance at locations including markets, retail food stores, restaurants, catering food service vehicles and bakeries.
- Oversees the operations of public health nurse services, ensuring qualified professionals are properly performing disease investigations and reporting, planning for and administering vaccinations and tests, participates in pandemic planning efforts and other health nursing services as required.

- Oversees the reviews and approval of construction plans for septic systems.
- Works with the Board of Health to analyze services and programs. Determines goals, content, staffing needs and budget requirements for new and existing programs. Drafts and revises operating policies, as necessary.
- Ensures that all public health programs are in compliance with applicable local, state and federal guidelines.
- Prepares budgets and recommendations for approved programs. Authorizes and monitors expenditures to ensure they are within budget guidelines. Reports on fiscal matters to the Board of Health.
- Develops and writes grant requests and project proposals. Seeks alternative sources of funding for program services. Acts as grant administrator and maintains positive relationships with grantor agencies.
- Develops, oversees and participates in staff development. Ensures adequate professional development and in-service training for all staff.
- Understands and oversees general policies and requirements of HIPAA as relates to public health practices, business agreements, patients and record keeping.
- Performs other related work as assigned.

#### **MATERIAL AND EQUIPMENT USED:**

- Computer including the proficiency in using Microsoft Office.
- General Office Equipment

#### **MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education and Experience:**

##### **Physician Director:**

- Be licensed to practice medicine in the State of Colorado within six months of hire;
- Possess a MD or DO degree and preferably be certified by the American Board of Preventive Medicine or the American Board of Osteopathic Preventive Medicine;
- Possess five to ten years of successful and responsible administrative experience in public health or a closely related field, including at least two years experience in supervising public health professionals.

##### **Non-Physician Director:**

- Possess a master's degree in a public health discipline such as environmental health, health education, epidemiology, health administration/policy, biostatistics, or closely related discipline; and
- Five to ten years of successful and responsible administrative experience in public health or a closely related field, including at least two years experience in supervising public health professionals.
- Any combination of training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

##### **Licenses and Certifications:**

Valid Driver's License

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualification should not be viewed as expressing absolute employment standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

Principles, practices and inter-agency responsibilities involved in contemporary public health; federal and state laws regulations

governing the services and work of local public health programs; the organization and purpose of federal and state health departments; relationship between public health associations and community health groups; principles and practices of managing medical professionals and supervisory staff; effective public and community relation practices; public information practices and techniques; practices of health service advocacy; principles and practices of determining and serving community health needs; impact of socio-economic and psychological factors on the effectiveness of health care and general health service delivery; fiscal management, budget administration and control; program budgeting; principles and practices of personnel management.

**Ability to:**

Plan, organize, coordinate, and evaluate a variety of public health operations to meet community health needs and state/federal laws and regulation within available resources; determine the need and priority of public health programs and establish short and long range goals and agency objectives; manage staff; instill public confidence in the quality of services; establish and maintain cooperative working relationships with representatives of federal, state and local health and social service agencies, managers, counties and community members; make effective written and oral presentations; act as the agency spokesperson; problem solve and mediate between groups with diverse points of view.

**Working Conditions:**

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.
- Incumbent may be required to travel.