

Job Title: Deputy Director of Public Health Protection Programs	Effective Date: 1/1/2016
Division: Administration	FLSA Status: Exempt
Position of Supervisor: Executive Director	Grade: 11

Position Summary: The Deputy Director of Public Health Protection Programs is responsible for ensuring the alignment of San Juan Basin Health’s core services areas of Emergency Preparedness and Response, Communicable Disease and Environmental Health with an aim of strengthening community resiliency while meeting our statutory obligations. The position has responsibilities for a variety of services and programs offered by San Juan Basin Health. This individual is responsible for managing the financial resources within the allocated budget and leading the employees. The position requires a balance of leadership, management, collaboration, and superb judgment.

The Deputy Director of Public Health Promotion Programs serves on the Executive Team. As a member of this team, the position is also responsible for the overall well-being of San Juan Basin Health as an organization. As a result this position is responsible for formulating and executing strategy, realizing the organization’s objectives, and responding quickly to changing public health conditions.

The Deputy Director of Public Health Protection Programs serves on the executive management team, “Admin Team.” As a member of this team, this individual is also responsible for the overall well-being of San Juan Basin Health as an organization. As a result, from time to time, this position will be responsible for leading agency wide initiatives that are outside of an individual program or service and delegated by the Executive Director. The Deputy Director of Public Health Protection Programs will abide by rules set out by the Admin Team.

Standard Job Requirements:

1. Supports and complies with the mission, values and vision of San Juan Basin Health Department.
2. Compliance with all San Juan Basin Health Department policies, rules and procedures.
3. Must be able to communicate clearly and accurately both orally and in written format.
4. Must have excellent organizational skills and the ability to multi-task.
5. Must be able to work independently with minimum supervision.
6. Must be able to work as part of a team and recognize situations which require teamwork.
7. Must be able to establish and maintain effective working relationships with co-workers, supervisors, clients, patients, other cooperating agencies and the general public.
8. Must be able to maintain strict confidentiality of all patient and client matters and be able to recognize situations where confidentiality should be maintained even if not legally required.
9. Must have computer knowledge and skills and ability to learn and adapt to new programs and software.
10. Must participate, from time to time, in Disaster Preparedness and emergency events.

Essential Duties, Functions, and Responsibilities:

1. Leadership:

- a. Leads the integration of the core public health services of Environmental Health, Communicable Disease, and Emergency Preparedness and Response to ensure alignment in these statutory obligations.
- b. Promotes innovation, critical thinking, clear communications, and responsible decision-making at all levels of the organization.
- c. Models the values of San Juan Basin Health.
- d. Creates and develops division procedures; directs staff implementation of their procedures.
- e. Develops, promotes, prioritizes, and directs the achievement of division goals and objectives while maintaining San Juan Basin Health Department goals, objectives, and requirements.
- f. Serves as a member of San Juan Basin Health’s Executive Team, Admin Team, Leadership Team, and Public Health Incident Management (PHIM) Team.

2. Management: Within established policies of the Board of Health, the approved budget, and procedures approved by the Executive Director:

- a. Ensures the statutory obligations of our Emergency Preparedness and Response, Communicable Disease, and Environmental Health programs.
- b. Oversight of the countywide enforcement and education of Environmental Health programs and evaluate the effectiveness of program practices, procedures, pertinent laws, rules and regulations, and recommend changes or re-emphasis.
- c. Responsible for maintaining a team of employees who are competent and trained to perform the functions necessary to complete the work and responsibilities of the Environmental Health, Communicable Disease, and Emergency Preparedness and Response Programs.
- d. Seeks funding to maintain, expand or establish new programs and services that are consistent with the strategic Division and Health Department objectives as set by the Board of Health.
- e. Oversight of the division budget and lifecycle; evaluates expenditures, revenues, workload, personnel requirements, and equipment needs; responsible for developing division contractual agreements.
- f. Works to increase capacity for preparedness response and recovery in the Southwest Region through planning, training, exercises, and real events.
- g. Develop, sustain, and improve upon public health surveillance and epidemiological investigation systems and processes at the local level in Colorado.
- h. Participates in the protection and improvement of air, water, land, and food quality by identifying, investigating and responding to community environmental health concerns, reducing current and emerging environmental health risks, preventing communicable diseases and sustaining the environment.
- i. Ensures implementation of policies and procedures among division staff and at all levels of the organization.

3. Collaboration:

- a. Participates in strategic planning, community health assessment, needs identification process and community capacity development.

- b. Represents San Juan Basin Health in a variety of community groups, agencies and professional organizations and promotes inter-entity collaboration to achieve San Juan Basin Health’s strategic goals and objectives.
 - c. Establish and maintain liaison with other state, federal, county, city and county jurisdictions; legislative bodies, voluntary groups and individuals.
 - d. Assist the division staff in mitigating contract deliverables such as: food-borne illness investigations by providing guidance on facility inspections, control measures, staff coordination, specimen collection and data analysis; and the planning, programming and implementation of public health emergency response.
 - e. Collaborates with other leaders within San Juan Basin Health and our community to support and improve the health and environment of our community.
 - f. Technical advising to the Executive Director and the SJBH Board of Health.
4. Communications and Outreach:
- a. Inform and educate community members and partners on issues relating to Environmental Health, Communicable Disease, and Emergency Preparedness and Response core services through media interviews, press releases and educational materials developed in coordination with the Communications Director.
5. Other:
- a. Performs related work as required and other duties as requested or assigned.
 - b. Must be able to meet the qualifications, as set forth below, of this position at all times.

Decision-Making Authority: Check the item (by putting an “x” in the box) below that comes closest to describing the decision-making authority required in this position:	
Decisions are made within limits of clearly established policies, procedures or instructions.	<input type="checkbox"/>
Decisions are made requiring limited interpretation of policies, procedures or instructions	<input type="checkbox"/>
Decisions are made requiring broad interpretation of policies, procedures or instructions.	<input checked="" type="checkbox"/>
Decisions are made which modify previously held or create new policy interpretations.	<input type="checkbox"/>
Decisions are made on issues that initiate new organization wide policy.	<input type="checkbox"/>

Qualifications:

Education/Training	Master’s degree from an accredited college or university in Public Health, Environmental Health, Public Administration, Public Health Laboratory Administration, or related field in addition to a Bachelor’s degree from an accredited college or university with a minimum of 30 semester hours or equivalent quarter hours of academic work in the biological, chemical or environmental sciences.
Experience	5 years of experience in an environmental or public health programs, preferably in a public health agency, with at least three years in a supervisory, consultant or administrative capacity.
Special Skills, Licenses or Certifications	Strong leadership, organizational, and finance skills. Ability to adapt to and anticipate change.

	<p>Demonstrated ability in strategic planning, interpreting rules and regulations, interpreting and managing data, and the use of technology.</p> <p>Ability to manage operations within budget.</p> <p>Excellent oral and written skills with the ability to effectively express complex ideas and concepts in a public setting.</p> <p>Excellent diplomatic skills.</p> <p>Excellent organizational skills.</p> <p>Possession of, or ability to obtain, a valid Colorado Driver's License.</p>
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Work Environment

The noise level in the work environment is usually quiet to moderate.

Physical and Mental Requirements: Place the appropriate "Amount of Time" code for each of the following. 0 = Never, 1= less than 25% of the time, 2= 26-75% of the time, 3= all the time

Physical:		Activities	Mental/Sensory	Emotional:			
Lifting < 20 lbs	2	Sitting	2	Strong Recall	3	Fast pace environment	3
Lifting 20-50 lbs	1	Standing	1	Reasoning	3	Steady pace	3
Lifting 50-100 lbs	0	Bending	1	Problem Solving	3	Able to handle multiple priorities.	3
Pushing/pulling < 20 lbs	1	Kneeling	1	Hearing	3	Frequent & Intense customer interactions	3
Pushing/pulling 20-50 lbs	1	Squatting	1	Seeing/sight	3	Able to adapt to frequent change	3
		Walking (distance)	1	Talking/speak clearly	3	Works under deadlines	3
		Climbing (steps)	1	Write legibly	2	Process complex info	2
		Reaching (overhead, extensive, repetitive)	1	Reading	2	Work as part of a team	3
				Concentration	3		
				Logical Thinking	3		

Environmental Requirements: Place the appropriate "Amount of Time" code for each of the following: 0= None 1= less than 25% of the time 2 = 26 - 75% of the time 3= all of the time

				Daily Activities:	
Blood and body fluids	1	Working outdoors	0		
Biohazards (bacteria, fungi, viruses)	1	Hot, cold, wet surroundings	0	Continuous keyboard use > 2 hrs.	2
Communicable disease	1	Dust, fumes, gases mist, powders	1	Performance of same motion/motion pattern every few seconds > 2 hrs at a time	3
Hazardous materials other than blood and body fluids	1	Loud or unpleasant noises	1	Forceful hand exertions > 2 hrs at a time.	1

Combative situations	1	Electrical hazards	1
Heights	0		
Operate vehicles or machinery	1	Wear protective clothing/equipment	1

Approved by:

(Supervisor – Signature)	(Title)	(Date)

Reviewed by:

(Human Resource Director – Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with San Juan Basin Health Department is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of San Juan Basin Health Department. Further, all San Juan Basin Health Department employees understand and acknowledge that any loss of funding to SJBHD may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with San Juan Basin Health Department policies, procedures, rules and regulations.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)

