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|----------------------|------------------------|------------------------|------------|
| <b>EXEMPT (Y/N):</b> | Yes                    | <b>JOB CODE:</b>       | CSC Exempt |
| <b>DEPARTMENT:</b>   | Public Health          | <b>CLASSIFICATION:</b> | 509        |
| <b>SUPERVISOR:</b>   | Board of Commissioners | <b>SALARY RANGE:</b>   | E08        |
| <b>UNION (Y/N):</b>  | No                     | <b>LOCAL:</b>          | N/A        |

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**GENERAL STATEMENT OF DUTIES:** Responsible for the professional performance and administration of the Public Health Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Act as Local Public Health Administrator for Columbia County. Ensure that the County, as Local Public Health Authority (LPHA), performs all statutorily required governance actions of a LPHA, including adopting Local Public Health Modernization Assessment. Ensure that the County, as LPHA, complies with all federal, state and local rules and regulations related to its authority. Ensure compliance with the Intergovernmental Agreement with the State of Oregon.

Develop and effectively implement appropriate requests for provision of public health services in the County.

Oversee and coordinate contracted services; develop requests for proposal; evaluate submissions and make recommendations on contract awards; negotiate and administer contracts; monitor services to ensure compliance with contract requirements. Oversee contracts and ensure subrecipient requirements are met. Review and analyze the operations of service providers; recommend changes as appropriate to ensure adequate delivery of services. Informs Health Officer and manages Health Officer contract.

Monitor all public health contract providers, delivery of program element services and promptly report any major deficiency or provider non-compliance. Take prompt action to ensure any such deficiencies or non-compliance is resolved.

Organize development and execution of County comprehensive public health plan. Analyze information, legislation, rules, regulations, issues, policy options, etc., and identify opportunities for service integration. Compile and summarize relevant information and develop recommendations for Board decisions.

Oversee the coordination of the public health emergency preparedness program.

Promote community awareness of and interest in public health issues, strategies and goals.

Oversee the County's environmental health program which includes but is not limited to the following programs: on-site sewage, public water/food quality, stormwater and erosion control ordinance.

Secure active participation in and facilitate partnerships among citizens, representatives of advisory groups and other groups planning for the delivery of health services. Serve as liaison with local media and community groups and on a statewide basis with other Public Health representatives.

Conduct research on Public Health issues and model programs, based on the wellness model. Assess needs, analyze, develop and evaluate service outcome indicators based on locally developed and prioritized benchmarks.

Organize and provide training and technical assistance to local service providers, public agency representatives and the general public. Design and present informational programs; respond to inquiries; moderate viewpoints and build community consensus.

Develop and write reports, presentation documents, press releases, correspondence and other documents.

Represent the County at State and County level meetings. Assist Board of Commissioners in strategic planning, analyzing resources and needs, resolving problems and developing County policy.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of health and human services program development and administration. Attends Conference of Local Health Officials; Oregon Epidemiologists Meeting; Regional Public Health Leadership Group; Coordinated Care Organization meetings; Environmental Health Supervisors Conference; Public Health Modernization Meetings; Local Public Safety Coordinating Council member; Trauma Informed Care Network; school-based health center planning.

Formulate and present departmental budget for review by Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints. Prepare and oversee program related contracts and grants.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise 4-6 staff.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Fulfill role as appointing authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective actions if not met.

- Plan, direct, coordinate, and review the work plan for assigned staff.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Board of Commissioners and is reviewed jointly by the Board through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** Master's Degree in public health administration, behavioral, social or health science or related field. At least five years' increasingly responsible experience in a closely related field. A Bachelor's degree with sufficient additional experience will be considered. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be considered.

**SPECIAL LICENSES, CERTIFICATIONS:** Possession of a valid driver's license and an acceptable driving record.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the principles and practices of public health and public health administration. Knowledge of statutes, rules and codes governing community health services. Knowledge of administrative principles associated with budgeting, program planning and contract management. Ability to meet deadlines and work independently in cooperation with community and agency representatives.

Familiarity with the use of personal computers and general business software such as word processing and spreadsheets.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and be willing to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.

- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Position requires recurring attendance at evening meetings and occasional weekend assignments. Attendance at meetings will require travel throughout the County and occasionally within the State.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***