

ROUTT COUNTY

POSITION TITLE: Public Health Director
CREATED: April 19, 2019
FLSA STATUS: Exempt
APPROVED: Tom Sullivan

FAMILY: Department Head
DEPARTMENT: Public Health
SCALE: Public Works Director
DATE: April 2019

SUMMARY OF POSITION:

The Routt County Public Health Director is a knowledgeable, strategic and visionary public health executive who is responsible for the leadership, management, and administration of County public health programming. This position actively engages in all segments of the community to focus on the protection and promotion of the health and well-being of all people and the environment of Routt County. The position reports to the Deputy County Manager.

DUTIES AND RESPONSIBILITIES:

Leadership:

- Develops and articulates a clear, compelling vision for public health in Routt County and for Routt County Public Health; creates and sustains opportunities to enlist others in a shared vision, both within the department and in the community.
- Advocates for a community-wide understanding of the social justice underpinnings of public health, the social determinants of health, and the public health imperative of eliminating health disparities.
- Promotes practices and policies that provide protection against environmental factors that may adversely impact human health or the ecological balances to long-term human health and environmental quality, whether in the natural or human-made environment.
- Ensures a balanced and objective approach to dealing with various community health needs while providing equity of treatment and high-quality programs to residents in need including diverse populations and vulnerable segments of the community.
- Represents and advocates for Routt County and public health imperatives in meeting with county, municipal, state, and federal officials, citizens groups, and professional associations.
- Influences community organizations, businesses, and health care providers to identify and collaborate in the provision of intervention strategies aimed at improving and maintaining the health status of Routt County and Colorado.
- Provides advice and advocacy to local, state, and national policymakers, officials, and organizations concerning vital public health matters.
- Models and promotes “systems thinking” in setting vision and goals; utilizes information from trends from diverse disciplines to anticipate next steps and avoid unintended consequences.
- Models and promotes enthusiasm and optimism in pursuit of organizational and community goals and objectives.
- Leads the development of the Community Health Assessment Planning System (CHAPS) every five years and oversees completion of the CHAPS goals annually.

Management:

- Creates and sustains a high-performance management system and culture that promotes excellence, continuous quality improvement, shared leadership, and is highly participative at all levels of the organization.
- Motivates, supports, and coaches the Routt County Management Team and workforce to create increasing levels of efficiency and innovative methods for the delivery and evaluation of critical services.
- Provides direction to Routt County Public Health; initiates organization-wide policies and procedures to facilitate mission, vision, values, and organizational culture needed to accomplish the department’s strategic plans, goals, objectives, and programs.

- Actively demonstrates commitment and practices that encourage and support staff to collaborate with other county departments and to be integral to the Routt County organization; encourages organizational commitment and practices that demonstrate cross-cultural competence and respect for all forms of diversity.
- Encourages and supports staff to become proficient in working in team environments; demonstrates a firm commitment to the success of others.
- Motivates staff at all levels of the organization to optimize the use of technology innovation in furtherance of program goals and customer service.
- Models a high standard of work ethic, integrity, and accountability.
- Invites, encourages, and creates opportunities for constructive feedback from and coaching of staff at all levels of the organization.

Administration:

- Organizes Routt County Public Health in a manner that is responsive, efficient, and effective in meeting the Board of Health's direction; community needs; and legal responsibilities dictated by federal, state, and local laws, regulations, and ordinances.
- Creates and sustains mechanisms to assure that public health needs are defined by analysis of sound quantitative and qualitative assessments, and that programmatic responses are evidence-based and/or best practices, and have built-in evaluation components.
- Enforces local and state public health laws; may serve as the hearing officer in enforcement actions.
- Develops and implements policies, goals, plans, and budget based on direction and approval of the Board of Health.
- Develops and recommends rules and regulations to be acted upon by the County's Board of Health.
- Assures and plays a major role in public health-specific emergency preparedness and response activities; works in support of countywide emergency preparedness and response.
- Serves as the official registrar for all vital records, as required by Colorado law.
- Develops and presents to the Board of Health and the Board of County Commissioners an annual budget sufficient to carry out Routt County programs and services within available resources.
- Monitors and controls expenditures and recommends amendments or adjustments as necessary to conduct public health programming within available resources.
- Presents fiscal reports to the Board of Health on a quarterly basis, or more frequently as needed.
- Under direction of the Board of Health, establishes and develops mechanisms to ensure collection of fees established by state and local boards of health including fees authorized for the issuance of licenses and permits.
- Ensures that staff or contractors conducts appropriate assessments to measure and monitor the health status of Routt County.
- May serve similar functions on behalf of the Moffat County Board of Health on a contract basis.

Other:

- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of leadership, management, administration, and communication theories, principles, and practices.
- Extensive knowledge of current public and environmental health theory, science, issues, and practice.
- Demonstrated personnel management skills, including the ability to motivate, encourage, support, and coach staff to optimum performance.
- Demonstrated ability to work effectively with local, state, and federal funding, governing, and regulatory agencies.
- Demonstrated ability to influence public health policy at various levels of government and governance.

- Excellent written and verbal communication skills, and the ability to exercise these skills in both group and individual settings; ability to present complex scientific and public health principles and issues in ways that can be understood by policy makers and the public.
- Ability to articulate the imperative of integrating Board of Health-identified goals into the practice of public health.
- Comprehensive understanding of the principles and practices of risk communication and recognition of when and how to utilize them.
- Demonstrated ability to work collaboratively and effectively with management and workforce teams, and with collaborative relationships within the community.
- Demonstrated ability to establish, develop, and sustain key working relationships with a variety of local, state, and regional organizations ranging from local governments to regulatory agencies to community-based organizations.
- Demonstrated skill in conflict resolution, mediation, negotiation, problem solving, and team building.
- Demonstrated financial management and administrative skills.

EDUCATION: Graduate of an accredited college or university with a master's degree in Public Health, Public Administration, Management Science, Organizational Development, or closely related field.

EXPERIENCE: Minimum of ten years of increasingly responsible professional work experience demonstrating leadership, management, and administration in the field of public health. Minimum of five (5) years' experience supervising and leading public health programs preferably at the local or state government level within a local public health department. Additional related education may apply toward required experience.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Deputy County Manager.

COMMUNICATION/COLLABORATION:

- Establishes and maintains effective working relationships with the media and other community partners to inform and promote awareness of community health problems and recommended policies and actions.
- Informs the Board of Health and County Commissioners about emerging and potential public health issues, priorities, and key activities; recommends policy decisions to protect and promote public health.
- Assures that information is provided to the public regarding the causes, nature, and prevention of dangerous or communicable diseases; provides education on the preservation, promotion, and improvement of community and environmental health.
- Develops and maintains oversight of contracts for service as determined by the Community Health Assessment Planning System (CHAPS)
- Initiates and maintains effective collaborative partnerships with relevant community organizations to identify public health problems and goals, and to implement projects and strategies to achieve those goals; respond with enthusiasm to request for collaboration initiated by others.
- Participates in local, state, and national organizations that promote advancement of public health practice.