

DEPUTY DIRECTOR PUBLIC HEALTH

JOB PURPOSE AND SUMMARY

This is a senior management position, reporting to the Department Director, with executive level responsibility for the administration of Public Health. The position manages assigned service units and oversees day to day operations of the department. The Deputy Director provides policy leadership and administration in concert with the Director for all the service units and programs within the department, and manages the department in the absence of, or at the request of, the department director.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Manages day to day operations of the department. Supports Public Health Services managers and staff in responding to issues and emergencies, developing and executing solutions, and maintaining reliable and effective operations
- Oversees development, revision and maintenance of departmental operating policies and procedures; submits proposals for new policies and regulations to department director for approval
- Oversees implementation of department strategic plan; facilitates weekly Leadership Team tactical meeting, and quarterly Leadership Team meetings on strategic plan and other operational components
- Serves as department's main point of contact for facility issues and needs; maintains regular communications with the building manager to assure timely response to facility and maintenance issues; represents department on Center for Community Health Tenants Committee and other committees as assigned.
- Selects, orients, trains, motivates, supervises, coaches, and evaluates staff directly assigned; identifies training needs, implements performance improvement plans and progressive discipline in accordance with county policies and collective bargaining agreement. Provides training and support to program managers in implementing recruitment processes.
- Serves as the department's liaison with the Human Resources Department. Serves on labor negotiation teams as management representative.

- Serves as department's Public Records officer; provides training to staff as needed; assures compliance with all local and state requirements for this provision, maintenance, and disposal of records.
- Serves as department's HIPAA administrator.
- Leads departmental and/or community based teams to implement projects as assigned by department director; presents action recommendations or reports to department director as needed.
- Is prepared to serve in a command position under emergency incident command structure.
- Negotiates and manages all aspects of the contract with Skamania Health Department, including providing the Skamania administrator with timely reports and information; developing and implementing an effective system for supervision of Skamania staff; and representing the department at Skamania Board of Health meetings.
- Serves as acting department head in director's absence.

QUALIFICATIONS

Bachelor's Degree in business administration, management, public administration, public health, liberal arts or other related discipline, and a minimum of years of increasingly responsible experience in administration and related areas including strong management experience with demonstrated success in leading organizational change.

Knowledge of...principles and practices of administration, operations, public sector budgeting, human resource management, organizational development; project management; methods and procedures of budget development, justification, monitoring, and forecasting; principles and practices of quality assurance and quality improvement; qualitative and quantitative data for use in strategic planning and decision-making

Ability to...provide strong leadership, management, and administration; analyze financial data; work effectively in a political environment; effectively supervise and evaluate the work of staff; implement facilitative leadership; carry out policy directives in an effective and timely manner; establish and maintain effective working relationships with staff, the public, policy makers, other government jurisdictions; contractors, community agencies, and other county staff; prepare effective correspondence and reports; mediate difficult working relationships; express ideas effectively both orally and in writing; use a personal computer and a variety of software to accomplish job functions; and respectfully and effectively work with diverse populations and individuals.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Typically works in an office setting. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations. Physical demands of the essential tasks include use of the telephone and personal computer, participating in and leading meetings and making presentations, writing, driving a county or personal vehicle and traveling to conferences, meetings and seminars.

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