

HEALTH OFFICER - ADMINISTRATOR

JOB PURPOSE AND SUMMARY

This position is responsible for the leadership, operations, public health interventions, and activities for the Public Health department. Additionally, the incumbent serves as Chief Medical Officer for the department, with responsibility for control and prevention of communicable disease, and planning for and response to bioterrorism and other public health emergencies. The Health Officer-Administrator plays a critical role in department activities through relationships with key entities, particularly the local medical community; the Clark County Board of Health; the Public Health Advisory Council; local, state and federal public health partners; the media; and the public. Additionally, the Health Officer-Administrator is required to help identify priorities and emerging trends, and communicate health data and information in a variety of settings. The incumbent directs a staff through intermediate managers; reports to the County Administrator and Clark County Board of Health, comprised of the Clark County Commissioners. A Public Health Advisory Council works with the Health Officer-Administrator and staff to provide two-way communication with the Board of Health regarding public health issues.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Determines overall department organization, mission, core services and allocation of financial, human, and capital resources. Develops and manages short- and long-term department goals, priorities, and strategies.
- Develops and maintains effective working relationships, including other government agencies, County departments, health providers, schools, community organizations, groups, and individual citizens. Represents the department in relations with state, federal and local regulatory agencies.
- Develops and oversees policies, programs, and activities involving community relations, community education and health promotion, and public information. Promotes optimum community participation and input into department activities and manages the department's relations with print and electronic media. Acts as spokesperson for public health.
- Fiscal management including development and presentation of the department's operating budget, monitoring of revenues and expenditures, development or improvement of funding mechanisms and sources, ensuring that all programs are within budget and as cost-effective as possible.
- Human resource management functions including recruitment and selection of staff, establishing and communicating department goals and performance expectations, monitoring and evaluating performance, training, compensation and salary administration, motivation

and employee relations, career development activities, corrective action, labor relations, and other associated activities.

- Guides community health assessments.
- Provides up-to-date public health alerts, information, training and leadership to the medical community.
- Provides medical/clinical oversight in the investigation of reported or suspected cases or perceived clusters of diseases or conditions considered a threat to public health. Determines appropriate action including initiating disease prevention and infection control. Provides technical assistance and direction in surveillance activities and on unusual or particularly sensitive cases.
- Designs, performs and/or oversees studies of potential threats to public health and presents findings and recommendations to the Board of Health.
- Writes, reviews, and/or revises standing orders and protocols and provides clinical advice for Department nursing staff.
- Enforces public health statutes, rules and regulations of the State Board of Health and State Department of Health and local health rules, regulations and ordinances. Emphasis is on communicable disease control and environmental health.
- Provides leadership in development of policies and programs to implement community health promotion and prevention priorities.
- Plans for and provides in-service training and evaluates continuing education needs of Department professional staff.
- Provides medical direction during public health emergencies; assures public is protected from diseases; assures isolation, quarantine and other control measures are ordered and implemented in accordance with state RCWs and WACs.
- Leads the Infectious Disease Advisory Committee for community physicians, nurses, infection control practitioners, Health Department staff and other providers for the purpose of enhancing surveillance of communicable disease and optimizing timely response.
- Makes presentations to professional, civic and lay groups to promote community awareness of public health issues, such as emerging infectious diseases and emergency preparedness.
- All other expected and typical managerial functions including capital resources and facilities management, technology use and management, vehicles and equipment, and all administration and record-keeping.

KEY PERFORMANCE INDICATORS

- Department and division performance in relation to service needs and demands.
- Effectiveness of resource allocation and financial management.
- Human resources productivity, cost-effectiveness, organizational climate.
- Effectiveness of organizational structure, policies and procedures.
- Effective use of technology and automation.
- Quality of external community relations and public involvement.
- Quality of internal county communications and coordination.
- Effective planning, strategic forecasting, client responsiveness.
- Interpersonal, oral and written communication skill.
- Good judgment on politically sensitive issues.

QUALIFICATIONS

Requires possession of or ability to obtain a license to practice medicine and surgery or osteopathic medicine and surgery in the state of Washington; and Master of Public Health or equivalent degree plus eight years of increasingly responsible experience in public health management, epidemiology, preventive medicine or a related area. Competencies in public health include: public health management and leadership, preventive medicine, epidemiology, infectious and chronic disease, environmental health, health risk communication and public health law and administration. Also requires experience in and commitment to public involvement and participation, excellent leadership and interpersonal communication skills, and strong written communication and public presentation skills; and possession of valid driver's license. The ideal experience will include the following:

Knowledge of: all pertinent local, state and federal health laws, familiarity with public health clinical activities and environmental health inspection, enforcement and regulations; operational characteristics, services and activities of public health; modern and complex principles and practices of public health; principles and practices of public administration; methods and techniques of effective public presentations; research methods and sources of information related to public health; recent developments, current literature and sources of information related to public health practices; principles of budget preparation and control; principles of supervision, training, and performance evaluation; and pertinent federal, state and local laws, codes, and regulations.

Ability to: understand, interpret and apply public health law and legislation; manage and coordinate the work of supervisory, professional and technical personnel; select, supervise, and train staff; promote staff and team development and high performance by ensuring regular, effective and consistent feedback and evaluation; interpret and explain public health policies and procedures; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; identify, coordinate, and resolve a wide variety of interests in the development of public health policy; ensure program compliance with federal, state, and local rules, laws, and regulations; maintain current knowledge for assigned areas and adapt to new technologies, keeping personal and technical skills up to date; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with county and other government officials, community groups, and the general public; develop and sustain partnerships to enhance and carry out community health initiatives.

Create: 01/2014