

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Public Health Director
Department : Health
Revised : October 2013

Class : Official/Administrator
FLSA: Exempt

This job description supersedes any prior description for the Public Health Director classification.

GENERAL DESCRIPTION

Highly responsible administrative work directing the complex Health Department programs of the county. This individual exercises a great deal of independent judgment and initiative based upon state laws, policies, and regulations, and county policies and directives. Supervision is provided to a large number of administrative, professional, paraprofessional, technical, and clerical subordinates. Work is done under the general supervision of the County Board of Health, which reviews work through analysis of program achievements and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, programs, directs, monitors, and controls a wide variety of programs having as their goal the improvement of public health including administration, dental health, allied health and health education, epidemiology, personal health, clinical services, Women's, Infants, and Children's Program, environmental health, and animal control.

Hires and manages departmental personnel; evaluates job performance and completes performance appraisals; and discharges employees as necessary.

Plans, programs, and directs a number of departmental program support activities including budget preparation and control, fiscal monitoring and control, accounting, personnel administration, and personnel development.

Evaluates programs and personnel on an on-going basis utilizing such data to improve future planning and programming of departmental activities.

Administers and involves self in a diversified community public relations program, including providing the County Commission with a variety of information on a periodic and specialized basis, establishing and maintaining a close working relationship with the County Manager and those department directors and other agency directors who interface with the Health Department activities, participating as the County's public health representative at relevant local, regional, state, and national meetings and the county medical and dental societies, communicating with all news media in the County.

OTHER JOB FUNCTIONS

Serves as Secretary to the Board of Health which involves setting the agenda for meetings and recording meeting minutes.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

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KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the principles, practices, policies and techniques of efficient public health administration.

Thorough knowledge of the social, medical and economic factors of the county.

Ability to plan, coordinate, and direct a staff of professional, paraprofessional, technical and clerical personnel in a widely diversified local public health program.

Ability to interpret, explain, and apply laws, policies, procedures, and regulations to specific public health problems relating to departmental activities.

Ability to establish and maintain effective working relationships with the public, county officials, and subordinates.

Ability to effectively communicate, orally and in writing.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Master's Degree from an accredited college or university in Public Health Administration and at least one year of employment experience in health programs or health services; or a Master's Degree from an accredited college or university in Public Administration and at least two years of experience in health programs or health services; or a Master's Degree from an accredited college or university in a public health discipline or a field related to public health, other than public health administration, and at least three years of employment experience in health programs or health services; or a Bachelor's Degree from an accredited college or university in Public Health Administration or Public Administration and at least three years of experience in health programs or health services; previous managerial or supervisory experience in Public Health Services is preferred. A valid driver's license is required.

Note: Minimum training and experience requirements are in accordance with G.S. 130A-40 and G.S. 130A-45.5. For Master's degree related to public health, the determination must be made by the State Health Director.

**This job description does not create an employment contract,
implied or otherwise.**