

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Assistant Public Health Director
Department: Health
Revised: September 2021

Class: Professional
FLSA: Exempt

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

GENERAL DESCRIPTION

Highly responsible administrative work in planning, organizing, and managing agency internal operations under the direction of and through delegation from the Public Health Director. The employee in this class exercises a great deal of independent judgment, accountability, and initiative based upon Federal and State statutes, policies and regulations, and County policies and directives. Supervision is exercised over a number of professional, paraprofessional, technical, and clerical personnel through supervisory subordinates. Supervision is received from the Public Health Director, who evaluates the employee's work 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.)

Evaluates and oversees critical departmental operations, which may include Dental Health services, Health Education Services, Accreditation/QI, and Community-based Health Services, in order to create policies and procedures for agency operations.

Provides administrative oversight at the level of Chief Operating Officer.

Creates and enforces departmental policies and procedures, and responds to employee issues based on county, state, and federal requirements.

Submits official documents to Federal and State regulators as required for funding and regulatory compliance.

Analyzes departmental operations to maintain compliance with public health laws and regulatory bodies.

Responds to sensitive issues such as grievances, client complaints, community concerns, and major problems within the department.

Serves as Chief Administrator in the absence of the Public Health Director.

Reviews policies, protocols, and government regulations annually in conjunction with other department staff.

Assists with Public Health Director with budget, strategic planning, orientation process, and grant administration.

OTHER JOB FUNCTIONS

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.

Skill in communicating a positive attitude, empathy, energy and helpfulness to customers or co-workers and to effectively provide the assistance customers or co-workers need.

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 is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

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

MINIMUM EXPERIENCE AND TRAINING

Requires a Master's Degree in Public Health Administration; or a Master's degree in Public Administration and at least one year of experience in health programs or health services; or a Master's degree in a field related to public health and at least two years of experience health programs or health services; or a Bachelor's degree in Public Health Administration or Public Administration and at least four years of experience in health programs or health services.

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