

Jefferson County-Position Description

Position: Health Administrator (Public Health Director)	FLSA: Exempt
Department: Public Health	Salary Grade: Grade 34
Non Bargaining Unit	Status: Full Time

Summary: Under the direction of the Jefferson County Board of Commissioners and the County Administrative Officer, the Health Administrator is responsible for the overall operation and efficiency of Public Health services and initiatives in Jefferson County. This position is responsible for County Public Health designated contracts, programs and staff. Additional responsibilities include contract oversight and community engagement of County subcontractors for Addictions and Mental Health plus Developmental Disabilities. This is professional work using expertise and knowledge in the areas of contract management, public engagement; policy development across public health, maternal and child health, family planning, environmental health, addictions, behavioral health, mental health and developmental disabilities and other related areas in accordance with Oregon Statute and adopted standards of the Conference of Local Health Officials and needs particular to Jefferson County.

Distinguishing Characteristics: The Health Administrator is appointed by the Jefferson County Board of Commissioners to administer programs under the county's Local Public Health Authority and the Local Mental Health Authority from the Oregon Health Authority (OHA)-Public Health Division for enforcing applicable state and local public health, environmental laws and rules, OHA rules and statutes regarding mental health and addiction services, and DHS rules governing DD services.

This position works under the general supervision of the County Administrative Officer with considerable independent judgment.

Essential Duties and Responsibilities

Leadership/Management

- Develops and recommends public health policies, operational methods and procedures; maintains current policy manuals and procedural guidelines.
- Maintains current knowledge of public health law, rules, regulations and responsibilities, including trends, attitudes and practices for the assurance of quality services.
- Plans, organizes, and directs the work of staff for efficient operation of the JCPH (Jefferson County Public Health.).
- Promotes and maintains quality Public Health services; assures that state and federal government requirements are met; assures clients' rights to confidentiality, quality services, and respect as individual beings are met according to HIPAA regulations.
- Forecasts, prepares and presents budgets adequate to meet the needs of the JCPH programs and the community they serve.
- Monitors the financial and programmatic performance of County subcontractors for the services of Addictions and Mental Health and Developmental Disabilities.
- Demonstrates fiscal responsibility in the monitoring of funds available for public health services.
- Directs operational analysis, program development and evaluation, standards development and management information systems; gathers and reports statistical and financial information necessary for operational and program decision-making.
- Provides leadership within the local jurisdiction for overall local health planning and needs assessment; completes annual local health plan; has knowledge of available resources.
- Ensures compliance with a wide range of laws, rules, grant requirements and reporting responsibilities.

Public Relations

- Represents the county in community activities, to state and federal governments, and the Conference of Local Health Officials, the Central Oregon Health Council and their committees.
- Represents the JCPH to community groups, regional groups other agencies and the media.
- Maintains communication with county governmental officials, the Health Officer, St Charles Madras Hospital, community health and social service providers and behavioral providers.
- Represents the Board of Commissioners in the assurance of quality Emergency Services in accordance with the adopted Ambulance Service Area plan; prepares all meeting agendas and reports; provides technical assistance and consultation on plan content and requirements to all service providers, County Commissioners, affected agencies and the community; ensures that the plan is current and in compliance with all applicable statutes and rules.
- Makes internal and external presentations.
- Oversees public health communications and news releases.

Operations/Supervision

- Holds the office of Registrar of Vital Statistics for Jefferson County.
- Maintains supervisory role in all Public Health program areas, including communicating performance expectations, evaluating performance, providing meaningful feedback for improvement and development, participates in corrective/disciplinary actions. Ensures training of staff and volunteers in appropriate techniques and methodologies.
- Delegates responsibilities to JCPH staff members appropriately.
- Supervises Jail Nurses.
- Maintains current program guidelines and standing orders approved by Health Officer.
- Assures availability of resources for JCPH staff reference and information.
- Supports quality improvement and performance management capacities and systems in the region.
- Prepares reports and recommendations regarding current activities, accomplishments, problems, and future community needs for contractors and the county programs.
- Communicates effectively with subcontracted staff, stakeholders and community leaders.
- Staff the Jefferson County Community Health and Social Services Advisory Committee.
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Education and Experience: A Master's Degree from an accredited college or university in public health, administration, public administration, behavioral or social science or related field and five years of responsible experience in public health or health services field with a minimum of three years' supervisory experience. Specific knowledge of Federal, State and the local policies, laws and rules that affect Public Health, as well as Addictions, Mental Health and Developmental Disabilities programs under subcontract with the county.

Experience:

- Working with community system development to improve the coordination and integration services across a county or regional system.
- Policy development and policy analysis.
- Utilizing data in decision making around program improvement.
- Planning and quality improvement programming.
- Preparing and monitoring budgets.
- Writing and monitoring state or federal grants and grants from other organizations.

Equivalent combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job will be considered.

Abilities: Ability to work collaboratively with the public, community stakeholders, internal customers, external customers and other professionals in a stressful and demanding environment. The ability to lead others and act as a role model to implement effective teamwork in a human service setting; communicate effectively; present information of a technical nature to a non-technical audience; delegate and organize work; supervise others and assist them in understanding and meeting the goals and objectives established in each program area. This position is subject to criminal background check.

Physical Abilities: The ability to sit at a computer screen using rapid finger, hand and arm movement; speak and listen effectively; walk, stand, bend, stoop and kneel on occasion; lift, push or pull greater than 30lbs when necessary.

Licenses and Certificates: A current professional license, if eligible.

Working Conditions: Work is performed indoors and in the community where some safety considerations exist from exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals may occur. Position requires light-to-medium weight lifting. Ability to work evenings and weekends as necessary and travel when required.

The physical demands are representative of those of those needed to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

Residency Requirement

Required to become a county resident within 12 months of employment and maintain residency as a condition of employment.

Probationary Requirement

This position is based on the successful completion of a twelve-month probationary period.

Modified on: April 6, 2022

Employee Signature

Date Signed

Supervisor Signature

Date Signed