

Director of Communicable Disease Control and Emergency Response and Planning

Job Requisition	R002329 Director of Communicable Disease Control and Emergency Response and Planning (Open)
Job Family	Job Category is M2 (ABS) Management / Supervisory
Start Date	01/06/2023
End Date	
Primary Posting	No
External Posting URL	https://clarkcountywashington.wd1.myworkdayjobs.com/ClarkCountyJobs/job/Center-for-Community-Health/Investigation-and-Response-Director--Public-Health_R002329
Description	

Job Summary

This is a senior management position, reporting to the Health Officer-Administrator, with executive level responsibility for the administration of Public Health. The position has a broad portfolio in directing and managing the Communicable Disease Control and Emergency Response and Planning Division, which includes the following programs: Communicable Disease Prevention & Control, Infection Prevention, STI/HIV Prevention, Immunizations, Harm Reduction, and Emergency Preparedness & Response.

The Director of Communicable Disease Control and Emergency Response and Planning provides supervision to program managers as well as day-to-day leadership support for the department in concert with the Department's Leadership Team. This position plans, organizes and determines program organization, mission, and core services; allocates human and capital resources; develops, manages and supports implementation of short- and long-term program goals and priorities; ensures that programs meet applicable local, state and federal guidelines and contract requirements; provides training and support to program managers in implementing recruitment processes and managing assigned workforce; and remains prepared to serve in a command position under emergency incident command structure.

This position has the option of a remote/hybrid work schedule, however the candidate selected must reside in WA or OR. NO exceptions.

Qualifications

Qualifications:

- Requires a bachelor's degree in public health, public administration, business administration, management, liberal arts or other related discipline, and a minimum of six years of increasingly responsible experience in administration and related areas including strong management experience with demonstrated success in leading organizational

change and demonstrated practices of teamwork, respect, integrity, innovation, and ongoing commitment to personal and professional development.

- A Master's Degree or above in Nursing, Public Health, Public Administration or a related field is preferred.

Knowledge of:

- Principles, practices and values of public health, including social justice, social determinants of health, and racial equity in public health practice.
- Epidemiology, communicable disease prevention and control, population health, harm reduction, health planning, health communications, and information technology.
- Understanding of public health issues and best practices related to improvement of public health.
- Concepts of institutional and structural racism and bias and their impact on the health of oppressed communities, including their impact on communicable disease and preparedness.
- Underlying causes of health inequities, including the connection between racism, classism, ableism, sexism, other "isms" and health, including the risk for exposure to communicable disease and environmental hazards and inequitable response to public health emergencies.
- Human resource management, conflict resolution and mediation, facilitation, organizational development, team building, and project management.
- Methods and procedures of budget development, priority-based budgeting, monitoring, and forecasting; principles and practices of quality assurance and quality improvement; and qualitative and quantitative data for use in strategic planning and decision-making; the diversity of perspectives and roles necessary to promote public health issues, including prioritizing respect for non-white cultures; application and interpretation of County, state and federal laws and regulation relevant to public health.
- Analyzing and evaluating of policies, procedures, public information, and service delivery issues.
- Local and state lawmaking processes.
- Research methods and techniques.

Ability to:

- Provide strong leadership, management, and administration.
- Motivate, encourage, support, and coach staff to optimum performance.
- Analyze financial data.
- Work effectively in a political environment; implement facilitative leadership.
- Carry out policy directives in an effective and timely manner; communicate and listen effectively.
- Establish and maintain effective and supportive working relationships with staff, the public, policy makers, other government jurisdictions, contractors, community agencies, and other county staff.
- 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.
- Respectfully and effectively work with diverse populations and individuals.

Preferred skills:

- Demonstrated experience in the administration and implementation of programs, including developing strategic plans, work plans, budgets and project management.
- Ability to organize projects, communicate and delegate tasks, and engage and motivate among a broad spectrum of stakeholders, frequently under deadline pressure.

- Ability to identify emerging issues and potential impacts, then gather and distill information/data for presentation to decision makers that allows for an informed decision to be made.
- Demonstrated ability to establish, develop, and sustain cooperative, professional relationships with a variety of local, state, and regional organizations including governmental and community-based organizations.
- Prioritizing and organizing multiple tasks and the ability to complete projects in a timely manner. Ability to respond in a flexible manner and reprioritize work as situations change.
- Ability to demonstrate sound judgment by taking appropriate actions regarding questionable findings or concerns. High level of analytical ability required to identify, develop, and select alternative solutions to complex issues.
- Skilled in employee management including supervision, training, team building, and conflict management.
- Demonstrated financial management skills; knowledge of practices and procedures for planning and formulating departmental budget and monitoring related expenses.
- Ability to work independently and in a team environment.
- Excellent written and verbal communication skills.
- Ability to work with a high level of detail. Skilled in writing and maintaining accurate records, reports, and plans to meet management objectives.
- Skilled in various software packages and Microsoft Office, including Word, Excel, PowerPoint, and Outlook.

Selection Process:

Resume and other documents must be attached together in the 'Resume Upload' section of the application. Multiple files are allowed, but all applicant attachments must be uploaded simultaneously, as there is no way to edit or append uploaded materials after submitting the application.

Application Review (Pass/ Fail) - An online application is required. Attaching a resume does not substitute for a completed application; incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.

Practical Exam (Pass/Fail) - This recruitment may require a practical exam which will be job related and may include, but not limited to, the qualifications outlined in the job announcement. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.

Oral Interview - The interview will be job related and may include, not limited to, the qualifications outlined in the job announcement. Top candidate(s) will continue in the process.

Employment references will be conducted for the final candidates and may include verification of education.

It is general policy of the County that new employees should be hired at the lower steps of the applicable range and advance through the range at the normal progression.

Examples of Duties

Additional requirements:

- Must be able to respond to public health emergencies or exercises at any time, except while on scheduled vacation or other leave.

- Must protect the privacy and security of protected health information as defined in accordance with HIPAA state and federal law.
- Possess a valid driver's license and have access to reliable transportation.
- Must adhere to the Department's employee immunity policy and provide documents as requested.
- Must successfully complete basic incident management courses and participate in emergency response trainings as requested.

Examples of duties:

- Serves as a member of the Leadership Team for the Department.
- Advises the Health Officer-Administrator in matters concerning program objectives, program concerns, emerging issues, and public health trends.
- Develops, coordinates, implements, and evaluates strategic planning initiatives and the necessary resources to accomplish those plans in accordance with the Department's mission, vision, and values.
- Directs program operations within the Communicable Disease Control and Emergency Response and Planning Division, including implementation and oversight of policies, procedures, and objectives; and evaluation of each program area to assess program effectiveness, quality of service, and cost justification.
- Ensures compliance with all applicable health laws, rules, and regulations of the Washington State Department of Health, the Clark County Board of Health, and the Clark County Public Health Department.
- Ensures proper implementation of the methods, techniques, and procedures utilized in investigation, analysis, and response, and evaluation of best practices and standards of care.
- Ensures that programs within the Communicable Disease Control and Emergency Response and Planning Division work collaboratively to serve and protect the public's health, including the health and well-being of disproportionately affected and underserved populations as well as the entire community.
- Supervises, mentors, and evaluates team managers.
- Participates in hiring and disciplinary processes.
- Work collaboratively with team managers and leadership to identify current and future staff development needs and training opportunities.
- Models professionalism to department staff.
- Responsible for proactive and timely responses to emerging issues and public health topics by establishing clear priorities and mobilizing necessary staff and resources.
- Collaborates with the Communications team to inform and educate the community.
- Supervises and participates in the preparation of reports and statistical information; presents to County and state leadership, and other outside agencies.
- Manages the division's operating budget ensuring compliance with department and County policies and procedures.
- Reviews monthly grant, revenue and expense reports and mentors program managers in areas of grant and budgeting management.
- Develops strong community partnerships to address health issues, including racial equity and respond to emergencies.
- Coordinates activities and collaborates with other County departments and divisions, state agencies, and community service groups.
- Represents CCPH on community and state advisory boards and committees or special projects.
- Participates in departmental emergency planning and response activities.
- Promotes public health within the community.
- Takes personal responsibility to provide exceptional customer service to promote and maintain a positive Public Health image, constructive working environment, and foster pride and professionalism in the workplace and community.

- Performs other duties as required.

Salary Grade

M2.831

Salary Range

\$7,693.00 - \$10,867.00- per month

Close Date

Open Until Filled

Recruiter

Irene Catherine Chrest

Email:

Irene.Chrest@clark.wa.gov

Equal Opportunity Employer

Clark County is an equal opportunity employer committed to providing equal opportunity in employment, access, and delivery of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/human-resources/documents>.

Employee Benefits and additional compensation

Clark County provides regular full-time and part-time employees with a comprehensive benefits package which includes medical, vision and dental insurance, paid leave, flexible spending accounts, life insurance and long-term disability, retirement, and deferred compensation. Some types of employees in some positions and bargaining units might have different benefits and additional compensation. More specific benefit information for the different bargaining units can be found at <https://clark.wa.gov/human-resources/employee-benefits>. Also please refer to the specific bargaining unit contract for additional compensation at <https://clark.wa.gov/human-resources/documents>.

Retirement Information

All Clark County employees must participate in a WASHINGTON STATE RETIREMENT SYSTEM PLAN (PERS, PSERS or LEOFF). Employee contributions begin the first day of work. Current contribution rates vary by plan but could range from 5% to 15% of gross pay, depending on the plan choice.

For additional information, check out the Department of Retirement Systems' web site here: <http://www.drs.wa.gov/>

If you are in need of ADA/Section 504 assistance for accommodations, please contact Human Resources at (564) 397-2456; Relay (800) 833-6388.

Worker Sub-Type	Regular
Remote Type	Partially Remote (Washington/Oregon Only)
Location	Center for Community Health
Time Type	Full time
Locations	
Supervisory Organization	Public Health (Dr. Alan Melnick)