

**Lincoln County
Position Description**

Position Title: Director-Health Officer

Department: Health Department

Pay Grade: Grade 16

FLSA: Non-Exempt

Date: January 2015

Reports To: Board of Health

GENERAL SUMMARY:

The purpose of this position is the management of the overall day-to-day operations and personnel of the Health Department to assure the successful achievement of the department's vision, mission, and program objectives. The Director promotes and supports population health in Lincoln County by providing senior management, leadership and public health expertise. This position promotes individual and population public health by providing the essential services of public health within a variety of settings, ensures compliance with a broad range of current local health and environmental codes, regulations and policies; participates in multi-faceted community health and environmental projects; and providing technical assistance and information to individuals, families and groups regarding public health and environmental issues. The Director provides mentoring, supervision and technical assistance to all staff. The work is performed under the direction of the Board of Health.

Essential Duties and Responsibilities

Health Director performs the following essential functions within the framework of Lincoln County Health Department's provision of the core functions and essential services of public health. The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Public Health Sciences

1. Assures that the delivery of public health services are evidence-based and/or best practices, and build the scientific basis of public health.
2. Collaborates in the development of evidence-based public health practices and programs in collaboration with universities, other health agencies, businesses, trade associations, other staff and the public.
3. Oversees in development, implementation and evaluation of programs and activities for individuals, families and population groups that promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
4. Responsible for communicable disease follow-up: Assures that assigned staff makes appropriate recommendations to clients and other professionals regarding control of specific diseases and follows up on health hazard complaints as described in the County Health ordinance and state statutes.
5. Organizes, leads, and manages staff and response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water- and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
6. Informs and interprets state, regional, and department activities to the Board of Health, the County Board, and the public and other professionals through the use of statistical data, cost figures, and program information.
7. Ensures Department compliance with relevant state public health practice guidelines, community

standards of care, and Federal and State laws and regulations.

8. Coordinates and assures rabies protocol is adhered to by local law enforcement, veterinarians and physicians.

Community Dimensions of Practice

9. Provides leadership and develops collaboration to the community health needs assessment prioritization and action planning processes, contributing expertise in public health assessment.
10. Acts as liaison for Health Department with other departments, agencies, committees and individuals; promotes community partnerships to identify and solve health problems.
11. Evaluates the effectiveness of adopted community engagement strategies.
12. Advocates for public health in the community.
13. Serves on inter-jurisdictional or multi-agency committees involved in public health policy development; coordinate review/comment processes for proposed policy documents; maintain contact with various community organizations.
14. Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
15. Collaborates and participates in Lincoln County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.

Analysis and Assessment

16. Assists in the implementation of community assessment; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access basic community epidemiological data.
17. Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.
18. Presents and interprets demographic, statistical, programmatic, and scientific information to professional and lay audiences.
19. Adheres to ethical principles and Lincoln County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Policy Development and Program Planning

20. Provides leadership to drive the development of the Community Health Improvement Plan Process and policies that address local needs, but are consistent with statewide activities.
21. Approves the department's planning, training, and exercising activities to prepare for public health emergencies. Serves as the incident commander and or departmental representative to the Emergency Operations Center during public health emergencies. Serves as the on-call public health staff for after hours.
22. Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Wisconsin Division of Public Health and the Centers for Disease Control and Prevention.
23. Collaborates in the development, implementation, tracking, and evaluation of long and short range policies, procedures, plans and programs for public health in Lincoln County including the Department's strategic plan.

Communication and Cultural Competency

24. Represents department in collaborative efforts by serving on and/or leading committees, task forces, and/or partner agency boards.
25. Cooperates with the Wisconsin Department of Health Services, Division of Public Health as needed through meetings and surveys.

26. Participants in regional and statewide organizations, such as the Wisconsin Association of local Health Departments and Boards (WALHDAB), Wisconsin Public Health Association (WPHA) and other committees that pertain to Public Health, for the purpose of keeping abreast of current public health needs on the local, regional and statewide level.
27. Collaborates in the development and implementation of the Lincoln County Communications/Marketing/Branding plans to promote evidenced based public health communication strategies across the Department and in the community.
28. Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.
29. Utilizes appropriate community methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
30. Educates local and state policy makers and community stakeholders on public health issues.
31. Educates the public about current and emerging health issues using multiple methodologies, including websites, the media and social networking tools.

Financial Planning and Management

32. Develops, prepares, manages, reviews and monitors Health Department budget; monitors and oversees time studies, budget activity; approves purchase requests and expenditures.
33. Supervises the purchase, arrangement and repair of all department equipment.
34. Prepares proposals for funding from external sources.

Leadership and Systems Thinking

35. Oversees and assures that the department meets appropriated professional standards, including the minimum requirements for a Level III Wisconsin Health Department and accreditation standards as outlines by the Public Health Accreditation Board.
36. Directs the Health Department operations and staff in the provision of public health programs and services; plans, implements and maintains public health programs and determines future needs for department and changing county health needs; develops department policies, procedures, strategic plan, continuous quality improvement, goals and objectives and identifies available resources.
37. Supervises department personnel, interviews and selects new employees; provides instruction and training; plans, coordinates, assigns and reviews work; acts on problems and concerns and maintains standards; approves leaves; evaluates performance and approves transfers, promotions, discharges and disciplinary action.
38. Performs required County management activities, including required reports.
39. Directing and supervising staff including Program Leads, Professional staff, and Clerical Support Staff by utilizing leadership/supervision skills of motivating, coaching, mentoring and identifying strengths and weaknesses.
40. Facilitates several program meetings and assures proper follow through of all program staff.
41. Plans, coordinates, assigns, and reviews staff work; conducts staff performance planning and evaluations; acts on problems and concerns; approves leave.
42. Promotes and facilitates the incorporation of Departmental core values and strategic initiatives into daily service delivery.
43. Foster's and assists in the development of the Department's Grant objectives, business plans and work plans.
44. Supervises assigned staff and assures their professional development through continuing education, training and leadership development activities.
45. Provides educational experiences for undergraduate and graduate students in nursing, environmental health and public health.
46. Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association *Scope and Standards of Practice for Public*

Health Nursing any other Federal and State laws and regulations applicable to practice as an public health nursing professional.

47. Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
48. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups
49. Provides training and orientation to staff, students and other health professionals in the community regarding public health practices.
50. Responsible for strategic planning, using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
51. Leads staff in coordinating professional growth and development opportunities that will enhance and contribute to a work environment where continual improvements in public health core competencies are practiced and pursued.
52. Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
53. Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.

Other

54. Performs duties of staff members as required, if qualified.
55. Maintains and secures equipment and supplies.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part for the purpose of this position and may also be performed by other unit members.

- Plans and arranges work environment; monitors safety.

Minimum Training and Experience Required to Perform Essential Job Functions

1. Must meet or exceed the qualifications of a Level III Health Department as set down in Wis. Stat 251.06 sec. 2(c). A local health officer of a Level III local health department shall have at least one of the following:
 - A master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field and 3 years of experience in a full-time administrative position in either a public health agency or public health work, including responsibility for a communicable disease prevention and control program, preferably in a supervisory position.
 - A bachelor's degree and 16 graduate semester credits towards a master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field and 5 years of experience in a full-time administrative position in either a public health agency or public health work, including responsibility for a communicable disease prevention and control program, preferably in a supervisory position.
- Possession of an appropriate Wisconsin license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Requires the ability to operate, maneuver and/or provide simple, but continuous adjustment on equipment, machinery and tools.
- Requires the ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.
- Requires the ability to perform moderately complex algebraic operations; ability to utilize principles of basic probability and statistical inference and theory.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.
- Requires the ability to utilize a variety of reference, descriptive, and advisory data, and information, such as professional literature, fiscal reports, advisories, contracts, policy manuals, personnel and payroll records, statutes, procedures, guidelines and non-routine correspondence.
- Requires the ability to apply communication and group dynamic strategies in interactions with individuals and groups and incorporating strategies for interacting with persons from diverse backgrounds.
- Proficiency in teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.
- Proficiency in basic methods of epidemiology, disease prevention, environmental health, health promotion, behavioral change, group process, community/organizational development and methods of instruction; public information and mass media methods; data analysis and research methods; marketing principles, public information and mass media and methods of instruction.
- Proficiency in the identification of population health status and determinants of health and in the use of methods and instruments for collecting valid qualitative and quantitative data.
- Proficiency in quality improvement principles and application of the public health standards.
- Proficiency in team building, group facilitation, leadership, and development of supervisory trust and capacity across the Department and among community partners.
- Proficiency in applying public health principles; applying knowledge of public health interventions,

laws, regulations and policy processes; and implementing best practices.

- Proficiency in policy development, feasibility analysis, incorporating policies into program plans and structures, and policy evaluation and impact analysis.
- Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health services.

Supervisory Skills

- Ability to assign, supervise and review the work of others.
- Ability to make recommendations regarding the selection, discipline and discharge of employees.
- Proficiency in recruitment, orientation, training, operational, evaluation, management, and supervision principles, methodologies, tools, and techniques.
- Proficiency in human relations, problem solving, conflict resolution, negotiation, decision making, critical and analytical thinking skills.
- Proficiency in the principles of mentoring, peer advising and coaching for public health workforce development.

Judgment and Situational Reasoning Ability

- Requires the ability to apply principles of logical and synthesis functions involving planning and directing of interrelated activities or multiple departments.
- Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors, such as disease, may cause discomfort and poses a limited risk of injury.
- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date