

Deputy Health Officer

GENERAL SUMMARY

Assists the Health Officer in planning, organizing, and directing functions related to public health in Grand Traverse County, including the enforcement of all related laws, ordinances, regulations and policy development. Under the supervision of the Health Officer and with broad administrative authority, leads the day-to-day operations of multiple divisions of the Health Department. This is an administrative level position that is responsible for providing leadership and direction to a multi-disciplinary professional staff ensuring continuity of operations and public health function. Works with the Health Officer and Medical Director to help create and shape the mission and vision of the Health Department while representing the Health Department at various meetings and community engagement settings. Requires the ability to work irregular hours, with access 24/7 regarding critical staffing and public health emergencies and acts as the Health Officer as directed in their absence.

Employees must meet the minimum requirements and conditions of employment and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodation. This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Provides administrative oversight, consultation and/or enforcement of policies and procedures for the health department.
- Assists in the review, development, and implementation of policies, procedures, processes, and guidelines in compliance under the supervision of the Health Officer, including developing and administering departmental policies and internal controls, which conform to state and local laws and statutes, and the goals and objectives of the County.
- As delegated by the Health Officer, possesses the powers, duties and responsibilities related to the preservation and protection of public health. Available 24/7 (after-hours night and weekends) for all public health related issues.
- Participates in the analysis of legislative changes. Evaluates, develops and implements public health policies, programs and procedures. Formulates, implements and oversees procedural and division wide improvements.
- Develops, approves and implements protocols and standardized procedures for population and evidence-based interventions and procedures. Develops, implements and monitors departmental policies, procedures and goals.
- Oversee budget development and expense monitoring for multiple Divisions and to support the Departments budget. Responsible for assisting in the financial management of the department. Assists with development of division budgets and contracts.
- Identifies and determines staffing needs, budget requirements and the range of services to be provided.
- Determines the goals and objectives for evidence and community-based services while ensuring compliancy with local, state, and federal grant-funded requirements.

Grand Traverse County, MI Job Description

- Supervises designated public health staff, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with Health Department and County objectives.
- Performs personnel management functions, directly and through mid-level managers and supervisors. Examples include interviewing, hiring, discipline, selecting of and training staff. Evaluates and reviews work assignment and staff performance.
- Manages the Local Health Departments Accreditation process while providing leadership of Performance Management and Workforce Development Plans
- Embraces continuous quality improvement methodologies and evaluates staff and programs for strategies to enhance efficiency, effectiveness and cultural competence of service provision.
- Facilitate the development and promotion of a culture of learning and quality improvement throughout the department.
- Prepare and present formal communications and reports to the County Board of Commissioners and County Administration as needed.
- Direct and oversee organizational and programmatic improvements, including integration and consolidation strategies; Ensure evidence-based practices are implemented and outcomes are monitored and documented.
- Responds to public health emergencies, emergency exercises, and emergency response training activities. Supports departmental response to disaster events and assume duties as assigned by the Health Officer or Incident Commander.
- In coordination with the Health Department's Health Information Officer, may act as a spokesperson for the department to the media.
- Provides considerable input in the development and implementation of the Department's strategic plan, strategic goals and objectives, community health needs assessment, and community health improvement plan, as appropriate, with other county and community agencies.
- Processes, compiles, research, and analyzes complex Public Health data and other information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures.
- Identifies and evaluates the need for new programs for prevention and control of health problems of particularly vulnerable populations; recommends and coordinates division operations to implement new programs or modify existing programs.
- Collaborates with and provides leadership in applicable community and agency advisory boards to identify gaps in public health and community health services.
- Prepares and monitors program funding and budget, reviews and approves expenditures, and identifies and reports potential financial overruns and variances at an early stage.
- Researches, writes, and manages grants, including monitoring grant expenditures and preparing grant reports.
- Serves as a liaison with County, state, and federal agencies concerning public health and community health related issues; serves as a Public Health liaison to the local medical community, schools, law enforcement and other community and county partners.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

Master's degree in public health

-OR-

Master's Degree in related field health field (MHA, EH, MSN, MS.) -AND- bachelor's degree in nursing

Plus: 6+ years of directly related supervisory experience that would provide the knowledge and skills necessary to meet the responsibilities listed

CERTIFICATIONS, LICENSES

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Knowledge of public health and related fields (e.g., epidemiology, environmental health, outreach and education, maternal and child health, public health preparedness, communicable disease);
- Knowledge and of applicable federal, state, and local laws, legislation, rules, public health code and regulations pertinent to the administration and governing local public health agencies;
- Ability to apply principles and procedures of public health administration; program development, implementation, management, and evaluation in a multi-service agency;
- Ability to apply principles of governmental organization, public financing, and budgeting;
- Ability to effectively plan, direct, supervise and evaluate work of subordinate staff;
- Ability to evaluate health risks and hazards and communicate information effectively and proactively;
- Ability to facilitate interaction of complex mix of public agencies and community-based organizations that impact public health and public policy;
- Ability to speak before professionals, community groups, county board of commissioners and the media as a public health spokesperson.

Grand Traverse County, MI Job Description

- Knowledge of quality improvement/assurance programing to use an identified set of standards or metrics to review the performance of local public health departments;
- Understanding of inter-relationships of services among local public and other agencies and organizations;
- Knowledge of principles and techniques of supervision and training, such as training program Ability to exercise initiative, ingenuity, and sound judgement in solving difficult technical, administrative, and public health problems;
- Ability to develop and direct the implementation of improvements to enhance the effectiveness and efficiency of public health services and programs;
- Ability to establish and maintain effective working relationship with representatives of community services, groups, and professional organizations, local and state representatives, and the public;
- Ability to participate in analyzing, evaluating, planning, and implementing public health programs;
- Ability to coordinate public health programs and service activities with other divisions and departments, community-based organizations, state, and local public health departments