

# DAKOTA COUNTY HEALTH DEPARTMENT

## Job Description

**Position:** Health Director

**Date:** August 25, 2017

**Revised date:** August 25, 2017

Reviewed date: February 25, 2021

**Job Summary:** The Health Director provides leadership and vision for the department and community to meet public health needs, implement policies of the Board, communicate and coordinate with various community organizations, and oversee all aspects of Dakota County Health Department (DCHD) operations. Assures that agency business is conducted in a professional manner in conformity with current standards of affiliation, current medical standards, Fair Labor Standards Act, Equal Employment Opportunity requirements, Internal Revenue Codes and NE State Statutes. Articulates and guides the direction of the organization and agencies program in accordance with the Board of Directors written policies and objectives. Actively promotes financial stability by seeking alternative financial sources for funding of agency programs, clinic operations, and education. Develops positive community relations by promoting public awareness and understanding, as well as, appreciation of agency programs and philosophy. Exercise the powers and duties of the executive officer except for those powers and duties reserved to the President and Vice President.

**Reports to:** Dakota County Health Board and/or Dakota County Board of Commissioners

**Supervises:** Directly supervises all DCHD staff.

### **Required Education and Experience:**

- Five years of experience leading a comprehensive public health agency with complex program and funding considerations OR a bachelor's degree and two years experience in a public health related field OR a Master's level prepared professional in a public health related field.
- Experience in supervisory and administrative practices.
- Experienced in community planning, program development, implementation and evaluation.
- Experience in grant writing and grants management.
- Experience in personnel management.
- Public speaking experience; ability to write and speak effectively.

- Proficient in Microsoft Office computer applications and data base applications.
- Ability to operate standard office equipment including, but not limited to computers, printers, copiers, scanners, calculators, facsimile machines and telephone systems.
- Valid driver's license and proof of personal driver's insurance required. Ability to utilize own transportation for work purposes.
- Ability to travel within the DCHD service area and further distances on occasion.
- Experience in healthcare or social services field preferred.
- Ability to work well with diverse groups in the public sector and demonstrate cultural awareness and sensitivity.
- Bilingual (English/Spanish) verbal and written skills highly desired.

### **Duties and Responsibilities:**

- Consults legal counsel when appropriate and informs the Board when necessary.

- Assumes responsibility for assuring adequate insurance coverage, risk management, security procedures, and personnel health and safety measures.
- Responsible for the overall management of DCHD, write grants, maintain records for all agency transactions and activities.
- Give professional advice and information to public and private entities, municipalities and elected officials on all matters pertaining to sanitation and public health.
- Responsible for the performance of the staff, (recruits, hires, trains, supervises, evaluates, and terminates personnel) directly to fulfill the obligations and the objectives of DCHD.
- Administers the Personnel Policies. Recommends the adoption or revision of the Personnel policies, and salary adjustments.
- Develops and implements an organizational staffing structure that optimizes DCHD efficiency and Board-approved strategic objective achievement.
- Maintain communication with all staff.
- Maintains advocacy role for agency staff, communicates between Board of Health and staff.
- Ensure timely submission of annual funding applications/grants and required reports.
- Develops, oversees and implements a system for planning, reviewing, analyzing, and evaluating operations and programs of DCHD.
- Provides input into the preparation of the annual operating budget according to Nebraska Budget Act Sections 13-501 to 13-513.
- Maintains review and control over financial affairs of the agency.
- Approves all agency agreements and contracts associated with routine agency business as delegated by the Board.
- All other powers and duties of the Health Directors as set forth in Nebraska Revised Statutes 71-1626 to 71-1636, as amended.
- Responsible for agency representation at media and public relations events.
- Required to be available via cellular phone when outside of the office for work-related emergencies.

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| <ul style="list-style-type: none"> <li>• Compliance with all DCHD policies and procedures.</li> <li>• Maintain strict confidentiality of sensitive information in accordance to HIPAA regulations.</li> <li>• Present submissions for posting on the department's website and other social media accounts, i.e. Facebook and Twitter as needed.</li> <li>• Active participation in assigned internal staff committees, e.g. Training, Wellness, Safety or Event.</li> <li>• Participate in performance management and quality improvement (QI) activities and sustain a culture of QI within DCHD.</li> <li>• Abidance with fiscal policies, i.e. tax exemption protocols, purchasing, travel expenditures, etc.</li> <li>• Complete performance reviews in a timely manner as requested.</li> <li>• Able to work some evenings and weekends when needed.</li> <li>• Represent DCHD in a professional manner when out in the community in a variety of settings.</li> <li>• Responsible to respond to emergency situations 24/7 as they arise within the service area and department.</li> <li>• Other duties as assigned.</li> </ul> |
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**Knowledge, Skills and Abilities:**

- Qualified in accordance with the State personnel system.
- Approved by the Department of Health and Human Services in Regulation and Licensure.
- Approved by the DCHD Board.
- Ability to maintain open, concerned and congenial relations with staff, Board, and general public.
- Ability to work with different groups, i.e., Commissioner, City Council, Trustees, general public, civic groups, etc.
- Displays common sense and good judgment in business transactions.

- Ability to follow oral and written instructions.
- Experience and familiarity with education opportunities and available services in the DCHD four county service area.
- Ability to work independently and as a team member.
- Self starter and able to work with minimal supervision.
- Exceptional time management and organizational skills.
- Ability to be flexible and to multi-task.
- Excellent interpersonal skills.
- Able to get along well with others and be respectful.
- Good analytical and problem-solving skills.
- Able to communicate effectively, both verbally and in writing, with employees and the public.
- Proactive communications with supervisors and project leaders to assure progress toward desired outcomes.
- Knowledge of data gathering techniques, such as library research, internet or files analysis, to obtain technical and administrative materials for organizational use.
- Knowledge of principles and practices of organization, planning, records management, research and general administration.
- Ability to work in a smoke-free and drug-free work environment.
- Must first follow and perform the instruction before lodging a grievance if it is believed the instruction was not valid.

**Working Conditions:**

Physical Demands: Position may require spending long hours sitting and using office equipment and computers. May require standing for long periods of time at events. Must have the ability to lift up to 35 lbs. from time to time.

Environment Conditions: Position may be located in a busy, open office area. Position may be faced with interruptions and meeting with others on a regular basis. May be required to participate in public events during inclement weather.

Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from community locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.

**Due to the need for all health department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:**

- Must be able to be fitted and wear NIOSH 95 mask.

This position qualifies for exempt status as defined in the Fair Labor Standards Act.

Although the Health Director position is an at-will position and there are no contractual rights to employment, DCHD due to the nature of DCHD's mission and the impact the Health Director has on DCHD clients, requests that any employee who chooses to resign his or her employment, provide a 30 day notice period to ensure the needs of DCHD clients are met.

*I have read the above job description and agree to carry out the responsibilities described therein.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_