**SCIOTO COUNTY HEALTH DEPARTMENT**

Job Description

**GENERAL INFORMATION:**

Employee: Title: Administrator (Full-Time)

|  |  |
| --- | --- |
| **Department** | Scioto County Health Department – Nursing Division |
| **Work Hours** | 8:30 A.M. to 4:30 P.M. (One Hour Lunch Period) |
| **Department Days** | Monday through Friday (total of 40 hours per week); occasional weekend and evening hours |
| **Immediate Supervisor** | Health Commissioner; Board of Health |
| **Date of Hire** |  |
| **Civil Service Examination** | None |
| **Motor Vehicle License** | Ohio Bureau of Motor Vehicles |

**ROLE OVERVIEW:**

The purpose of this position is to assist in 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 Administrator promotes and supports public health in Scioto County by providing senior management, leadership and public health expertise. This position promotes 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 Administrator provides mentoring, supervision and technical assistance to all staff. Work is performed under the general direction of the Health Commissioner. Position assumes all duties of the Health Commissioner in her/his absence and supervises in conjunction with Division Directors, all employees within the department.

**JOB DUTIES;**

Under general supervision and/or as part of various workgroups and teams, the Administrator performs the following essential functions within the framework of Scioto County Health Department’s provision of the core functions and essential services of public health:

* Provides public health expertise and leadership to the Department.
* Assures that the delivery of public health services are evidence-based and/or best practices, and build the scientific basis of public health.
* Ensures compliance with relevant state public health practice guidelines, community standards of care, and Federal and State laws and regulations
* Assures a safe working environment in the Department through management oversight of the implementation of relevant standards set by Occupational Safety and Health Administration, state laws and County policy.
* Serve as the Board of Health approved authority in the absence of the Health Commissioner.
* Service to the Board of Health in all duties as the Health Commissioner, in his/her absence.
* Serve as the Board of Health Secretary in the absence of the Health Commissioner.
* Identifies and pursues funding from public and private foundation sources to address public health priorities identified through organizational strategic planning and community health assessments
* Serves as primary media spokesperson for the organization on public health topics or identifies other subject matter experts for that role if appropriate for a particular topic
* Leads organizational efforts to achieve and maintain local health department accreditation from the Public Health Accreditation Board
* Coaches and supports managers and staff to help them achieve organizational and personal improvement goals and identify measures of success; creates and promotes leadership development and succession planning opportunities for managers and staff
* Communicates regularly and frequently with Board of Health members, managers, staff, external stakeholders, and the public through in-person meetings, community forums, email, newsletters and written reports about trends and events of importance to the organization and the public
* Actively involves herself/himself in stakeholder organizations, e.g., Scioto County Township Association
* Continuously monitors organizational climate through surveys, focus groups and other media to assure a high level of staff morale and performance
* Assesses job performance of direct reports on an annual basis or more frequently if necessary and identifies opportunities for individual performance improvement
* Drafts and reviews local public health regulations that address emerging public health problems for adoption by the Board of Health
* Convenes administrative hearings with individuals and business entities subject to enforcement action in order to resolve complaints and avoid escalated enforcement action, i.e., Board of Health orders or court action
* Identifies and recruits community members for service on organizational advisory boards and committees
* Prepares agendas and meeting materials for Board of Health meetings and meetings of its committees
* Assures that regulatory staff meet regularly with the regulated community to obtain feedback about how to improve regulatory policies and decision-making
* Mobilizes support among the public and policymakers for public policy changes that improve health, e.g., Tobacco 21.
* Reviews hiring/firing recommendations from managers and makes hiring recommendations to the Board of Health
* Seeks opportunities to increase workforce diversity through strategies contained in the organization’s affirmative action plan
* Promotes the Organizational Code of Ethics by encouraging board members, managers and staff to bring ethical questions to the Ethics Advisory Committee for timely discussion and recommendation
* National Incident Management System (NIMS)/Incident Command System (ICS) 100, 700, 300, 400 and IC20.11 (Diversity Training) certification within six months of appointment
* 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.
* This position is responsible, in partnership with the Health Commissioner, for reviewing and updating public health emergency plans.
* Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
* This position will be 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.
* Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
* Valid Ohio driver’s license

**COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA’s):**

**A. Public Health Tier 2 – Program Management/Supervisory Level**

Tier 2 competencies apply to public health professionals in program management or supervisory roles. Responsibilities of these professionals may include developing, implementing, and evaluating programs; supervising staff; establishing and maintaining community partnerships; managing timelines and work plans; making policy recommendations; and providing technical expertise.

**Public Health Tier 3 – Senior Management/Executive Level**

Tier 3 competencies apply to public health professionals at a senior management level and to leaders of public health organizations. These professionals typically have staff who report to them and may be responsible for overseeing major programs or operations of the organization, setting a strategy and vision for the organization, creating a culture of quality within the organization, and working with the community to improve health.

**B. Organizational Competencies**

All Scioto County Health Department employees are expected to work to protect the residents of Scioto County from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all Scioto County Health Department employees are expected to meet specified competencies in the following areas: Analytical/ Assessment Skills, Policy Development/Program Planning Skills, Communication Skills, Cultural Competency Skills, Community Dimension of Practice Skills, Financial Planning and Management, and Leadership and Systems Thinking Skills. Together, the staff chose 14 organizational competencies from among the Tier 1 competencies that were ranked as most important to their work at the health department. These competencies would will also be addressed at the Tier 2 and Tier 3 levels for effective administration of the department. These 14 competencies are listed below:

• **Role During Emergency** - Demonstrate knowledge of one’s expected role(s) in organizational and community response plans activated during a disaster or public health emergency [Competencies for Disaster Medicine and Public Health, 2015]

• **Use IT** - Use information technology in accessing, collecting, analyzing, using, maintaining, and disseminating date and information [1A4, 1B4, 1C4]

• **Describe Strategic Priorities** - Describe agency’s strategic priorities, mission, and vision [PHWINS 2017] Work Exceeds Standards Ensure work meets or exceeds standards and identifies and implements ways to make job tasks or processes more efficient [NIH, retrieved 2018]

• **Recommend Solutions** - Identify problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome [NIH, retrieved 2018]

• **Deliver Culturally Appropriate Service** - Deliver socially, culturally, and linguistically appropriate programs and customer service [PH WINS 2017]

• **Describe Diversity** - Describe the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences) [4A1, 4B1, 4C1]

• **Address Diversity** – Advocates for the diversity of individuals and populations being addressed in policies, programs, and services that affect the health of a community [4B5]

• **Collaborate with Partners** – Establishes written agreements (e.g. memoranda-of understanding [MOU’s], contracts, and letters of endorsement) that describe the purpose and scope of partnerships. [5B6]

• **Improve Programs** – Ensures that community input is used for developing, implementing, evaluating, and improving policies, programs, and services [5B8]

• **Motivate Colleagues** - Motivate colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view) [7A11, 7B13, 7C13]

• **Use Performance Management** - Use performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation) [7A14, 7B16, 7C16]

• **Incorporate Ethical Standards** - Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities [8A1, 8B1, 8C1]

• **Professional Development Participation** – Ensures use of professional development opportunities throughout the organization. [8C7]

• **Maintain Performance** - Maintain performance and self-control under pressure or adversity [NIH, retrieved 2018]

C. Job Specific Competencies – Tier 2 and Tier 3 employees

• Analytical/Assessment Skills (1B1, 1B2, 1B3, 1B4, 1B5, 1B7, 1B8, 1B9, 1B10,

1B11, 1B12, 1B13, 1B14, 1B15)

• Policy Development/Program Planning Skills (2B2, 2B3, 2B4, 2B5, 2B6, 2B7,

2B8, 2B9, 2B10, 2B11,)

• Communication Skills (3B2, 3B3, 3B4, 3B5, 3B7, 3B8)

• Cultural Competency Skills (4B3, 4B4, 4B5, 4B6, 4B7)

• Community Dimensions of Practice Skills (5B1, 5B2, 5B3, 5B4, 5B5, 5B6, 5B7,

5B8, 5B9, 5B10)

• Public Health Sciences Skills (6B2, 6B3, 6B5, 6B6, 6B7, 6B8, 6B9)

• Financial Planning and Management Skills (7B2, 7B3, 7B6, 7B7, 7B8, 7B9,

7B10, 7B11, 7B12, 7B13, 7B14, 7B15, 7B16)

• Leadership and Systems Thinking Skills (8B1, 8B2, 8B3, 8B4, 8B6, 8B7, 8B10)

D. Professional Competencies

The professional competencies of the Administrator will adhere to all health checklists, policies and procedures for Scioto County Health Department Public Health Administrator.

**BEHAVIOR EXPECTATIONS:**

* Treats others with courtesy and respect in all interactions.
* Responds with flexibility to changing needs.
* Manages multiple tasks and deadlines.
* Supports and promotes the department’s vision, mission, and core values. Promotes team and organizational learning.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

**Education, Licensure, Certifications, Experience**

* Bachelors of Science in Environmental Health, Nursing or other health related field required.
* Three (3) years of leading community initiatives and/or facilitating teams focused on public health issues.
* Experience in Performance Management Public Health Accreditation, Quality Improvement, Strategic Planning, Community Health Improvement Planning, Communicable Disease follow up, Health hazard Investigations and
* National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 300, 400 and 700.a certification within six (6) months of employment.
* Valid Ohio driver’s license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
* Proficiency in use of intermediate computer skills: email, word processing, use of spreadsheets established databases and spreadsheets, presentation and publisher software, and internet searches.
* Ability to take after-hours on-call, work longer shifts, nights, and weekends to meet operational needs as determined by the Health Commissioner.

**Leadership and Systems Thinking Skills**

* 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 team building, group facilitation, leadership, and development of supervisory trust and capacity within the Division, across the Department, and among community partners.
* Proficiency in the principles of mentoring, peer advising and coaching for public health workforce development.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

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

(Signature)