



Buncombe County Health and Human Services

Partnering with our community to strengthen our health, safety and self-sufficiency.

POSITION DESCRIPTION FORM

DIVISION:

Public Health

SECTION/UNIT:

Administration

FLSA STATUS:

Exempt

Classification Title of Position:

Local Public Health Director I

Working Title of Position:

Public Health Division Director

Name of Immediate Supervisor:

Supervisor's Position Title:

Health and Human Services Director

Name of Employee:

Employee Certification:

I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Date: _____

Supervisor Certification:

I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Date: _____

Program Administrator, Department Head or Division Manager Certification:

I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Date: _____

I. Purpose of the position: The primary purpose of the Local Public Health Director is to lead program divisions within Public Health in effectively performing all duties associated with the specific program objectives while ensuring compliance with all local, State, federal rules and laws.

II. Essential Functions of the position:

- Administer and assure compliance with all county and human resource policies including those covered by local, state, and federal laws.
- Provide oversight to the Program Managers for Environmental Health, Population Health, WIC, Preparedness/Veterans Services Office and Vital Records.
- Consultant to the Health and Human Services Director and Medical Director regarding Public Health related situations affecting the community.
- Personnel/team Management to ensure a competent workforce: Hire, develop, counsel and evaluate performance; provide feedback and disciplinary action as needed; develop and maintain a positive team work environment; provide effective and timely communication.
- Oversee accreditation for the Public Health Division of Health and Human Services (HHS).

III. Duties, Responsibilities, and Other Functions:

Personnel Management:

- Participate in the assessment of staffing needs, applicant screening, recruitment, interviews and selection of the best-qualified candidate to fill vacancies.
- Provide and coordinate appropriate training and orientation for new and existing employees, supply information, technology and reference materials necessary to perform specific jobs functions.
- Assign duties to employees, relative to classification and specific to job description, communicate the expectations for successful performance of those duties and ensure staff understands how performance will be measured.
- Ensure a safe and supportive work environment for all employees.
- Ensure an efficient and effective workflow, implement changes in routine work practices and procedures as needed to modify unit functioning according to client needs and employee capabilities.
- Provide ongoing feedback to employees and address performance problems in a timely manner through progressive corrective actions.
- Assist employees with addressing and resolving a variety of concerns and complaints related to job duties and job descriptions, performance standards, relations with coworkers, relations with supervisors and managers.

Program Management:

- Lead efforts to identify strategic goals and objectives for programs that are consistent with Buncombe County's mission and implement best practices to meet objectives.
- Develop staffing plans, analyze revenues/cost outcomes, prioritize resources and capital increases, and evaluate training and capital improvement needs.
- Review overall program accomplishments, progress in meeting objectives and goals, and the status of projects cultivating a culture of continuous improvement so that benchmarks can be met or exceeded.
- Analyze administrative and programmatic problems and assist in formulating new or revised policies, procedures or problem-solving strategies.
- Assure compliance with all applicable policy, rules and governmental statutes (local, state, and federal) specific to program areas of Environmental Health and Population Health including providing technical advice.
- Administer and assure compliance with all County and Human Resource policies including those covered by local, state and federal laws.
- Monitor trends and needs in the community and adjust services as appropriate in coordination with the Health and Human Services Director, Health Senior Leadership Team, HHS Senior Leadership Team and program managers.
- Recommend budgetary needs to the HHS director for service programs based on input for program managers and analysis of reports and information; monitors expenditures/revenues and develops fiscal plans to address problem areas.

- Make recommendations to the Health and Human Services Director on internal and external program policy changes that ensure that services are delivered in a timely, quality and integrated manner.
- Address complaints with regard to client satisfaction and appropriateness of services by staff or clients and make assessment and recommendations for resolution.
- Act in designated matters for the HHS Director in her absence and in matters pertaining to Public Health in national, regional and state conferences.
- Work with the Medical Director for HHS Public Health Division to assure compliance with state, federal, and local policies

Team and Network Relationships:

- Represent the Public Health Division (in collaboration with the Medical Director) on various committees/taskforces; act as liaison to various community agencies and/or committees to ensure collaboration, establish positive work relations, eliminate duplication of services, and to work on integration of a community wide public health emergency response plan/system.
- Serve as an active member of HHS Leadership Team and in that role assume collective responsibility for the performance on HHS.
- Effectively manage relationships within the agency so that your team of employees can successfully work with other departments across Buncombe County to achieve common objectives.
- Effectively manage relationships within the community to assure that concerns of Buncombe County citizens are being addressed and employees are carrying forth the mission to protect the health and safety of Buncombe County residents.
- Effectively communicate agency’s mission, vision, strategic plan and objectives by dissemination of internal messaging.

Note: The above statements are intended to describe the general nature and level of the work being performed by an employee assigned to this work. This is not an exhaustive list of all duties and responsibilities. This job description does not create a contract of employment and Buncombe County reserves the right to amend or change responsibilities to meet business and organizational needs as necessary.

IV. Typical Work Schedule:

- M – F during business hours (8:00am – 5:00pm)
- After hours on call/nights and weekends
- Nature of work requires attendance during business hours
- Regular, predictable attendance is essential

Note: This position has been identified as an emergency essential position and as such employees in this position may be needed to work, including after-hours, weekends and during a public emergency (to include but not limited to: floods, ice storms, disease outbreak, terrorist attack, etc).

V. Supervision Received: Level 4: receives broad direction to independently determine work objectives, sets priorities within programs/divisions, and guides department priorities and objectives.

Supervisory Responsibilities: Level 3: Supervise the selection, training, development, appraisal, and work assignment of Level 2 Supervisors and/or employees who provide direct services or equivalent level work.

VI. Consequence of Error:

- Errors in ability to execute duties effectively may result in unnecessary expenditure of state and local funds or inability to provide resources needed for staff to carry out program functions.
- Errors can result in the delay of actions needed to respond to a public health emergency.
- Errors in ability to execute duties effectively and in accordance with General Statutes may place the county, staff or department in legal jeopardy.

VII. Knowledge, Skills, Abilities, and Other Abilities:

- Thorough knowledge of the principles of supervision and organizing.
- Ability to express ideas effectively orally and in writing
- Knowledge of legal mandates and core services functions of public health in NC.

- Knowledge of best practice, research and policy/practice forecasting within the field of public health.
- Knowledge of and investment to work within an integrated HHS structure.
- Knowledge of modern construction practices, inspection codes, and environmental rules and laws preferred.
- Ability to analyze and comprehend a variety of technical and administrative regulation, records, and reports;
- Ability to set priorities, implement changes and organize;
- Ability to exercise sound judgment and deal tactfully with a wide range of the public while enforcing public health laws and rules.
- Ability to apply environmental health knowledge and techniques in the investigation of environmental health problems, and experience in public health preparedness, accreditation and CQI preferred.

Organization Conformance Standards for all positions:

- Communicate clearly and effectively both orally and in writing.
- Maintain knowledge of the agency organizational rules, policies, procedures, services and mission.
- Plan, prioritize, and organize work effectively to produce quality work with measurable results and within identified deadlines.
- Interact with other employees, customers and partners with professionalism and cultural competency.
- Work effectively and efficiently as a team contributor including interacting, communicating and coordinating work efforts with other employees and organizations to accomplish a common task.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances and demonstrate the ability to adapt to changing priorities, deadlines and directions.
- Conduct business in an ethical manner at all times while maintaining a high level of professionalism and confidentiality.
- Safely and successfully perform the essential job functions consistent with ADAAA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Maintain regular, punctual attendance consistent with ADAAA, FMLA and other federal state and local standards.

Minimum Education, Training and/or Experience: A master's degree in public health administration and at least one year of employment experience in health programs or health services; or a master's degree in a public health discipline other than public health administration and at least three years of employment experience in health programs or health services; or a master's degree in public administration and at least two years' experience in health programs or health services; or a master's degree in a field related to public health and at least three years of experience health programs or health services; or a bachelor's degree in public health administration or public administration and at least three years' experience in health programs or health services.

Additional Training and Experience: N/A

License or Certification Required by Statute or Regulation: Note: Minimum training and experience requirements are in accordance with GS 130A-40 and GS 130A-45.5. For master's degree related to public health, the determination must be made by the State Health Director.

Special Skills: N/A

ADA CHECKLIST FORM

JOB TITLE:	Local Public Health Director I	Current Form date:
BCHHS PROGRAM:	Public Health -Administration	11/21/2017

ESSENTIAL JOB FUNCTIONS (EJF) are those duties and responsibilities that an individual must perform with or without the assistance of reasonable accommodations. This checklist is completed to document the physical and mental effort required in performing essential duties of the position. **Please briefly identify up to five primary essential job functions relative to the position.**

EFJ 1	Administer and assure compliance with all county and human resource policies including those covered by local, state, and federal laws.
EFJ 2	Provide oversight to the Program Managers for Environmental Health, Population Health, WIC, Preparedness/Veterans Services Office and Vital Records.
EFJ 3	Consultant to the Health and Human Services Director and Medical Director regarding Public Health related situations affecting the community.
EFJ 4	Personnel/team Management to ensure a competent workforce: Hire, develop, counsel and evaluate performance; provide feedback and disciplinary action as needed; develop and maintain a positive team work environment; provide effective and timely communication.
EFJ 5	Oversee accreditation for the Public Health Division of Health and Human Services (HHS).

MENTAL CAPABILITY REQUIREMENTS

Comprehension:	<input type="checkbox"/> Understand and apply routine verbal and/or written instructions. <input type="checkbox"/> Understand and apply non-routine verbal and/or written instructions. <input checked="" type="checkbox"/> Understand complex problems and collaborate to explore alternative solutions.
Organization:	<input type="checkbox"/> Organize actions to complete sequential and/or routine tasks. <input type="checkbox"/> Organize/prioritize individual work schedules to manage multiple task/projects. <input checked="" type="checkbox"/> Organize/prioritize others' work schedules to manage multiple task/projects.
Decision Making:	<input type="checkbox"/> Make decisions that impact this individual's work. <input type="checkbox"/> Make decisions that impact the immediate work-unit's operations/services. <input checked="" type="checkbox"/> Make decisions having significant impact on department's credibility/operations/services.
Communication:	<input type="checkbox"/> Communicate and exchange routine information. <input type="checkbox"/> Communicate responses relative to a variety of information. <input checked="" type="checkbox"/> Communicate in order to explain, interpret or negotiate.

Essential Job Function Mental Tasks as a Percentage of Employee's Time

Check ALL mental tasks that apply to the essential functions of this job, and then select the closest percentage of time that the employee is performing this type of task.

	Rarely 0 - 30%	Routinely 31 - 70%	Constantly 71 - 100%
Continued learning & retention	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interacting in team dynamics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Preparing, analyzing data	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using interfaced communication devices (phone, computer, TTY)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Memorizing, concentrating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Making group presentations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Self-regulating emotions, behaviors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Composing letters, reports, memos to convey a variety of information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT AND TASKS

Work Setting: Majority of time is spent INSIDE or OUTSIDE? (choose one)

Work Equipment Use: Check ALL equipment that this job requires employee to use regularly.	<input checked="" type="checkbox"/> Computers/Monitors	Potential Exposures: Check ALL conditions to which this job may expose and employee.	<input type="checkbox"/> Infectious bacteria/viruses
	<input type="checkbox"/> Driving vehicle (specify below)		<input type="checkbox"/> Blood-borne pathogens
	<input type="checkbox"/> Driving light equipment (specify below)		<input type="checkbox"/> Allergens
	<input type="checkbox"/> Driving heavy equipment (specify below)		<input type="checkbox"/> Aggressive Animals
	<input type="checkbox"/> Firearms, controlled equipment		<input type="checkbox"/> Rodent/insect infestations
	<input type="checkbox"/> Ladder/step stool		<input type="checkbox"/> Fumes/airborne particles
	<input type="checkbox"/> NONE of the above		<input type="checkbox"/> Chemicals/hazardous waste
	<input checked="" type="checkbox"/> OTHER (describe below)		<input type="checkbox"/> Acidic/harsh substances
Physical Work Environment: Check ALL work environment conditions to which this job may expose the employee.	<input type="checkbox"/> Confined spaces	<input type="checkbox"/> Gases/gas leaks	
	<input type="checkbox"/> Damp interior conditions	<input type="checkbox"/> Electrical hazards	
	<input type="checkbox"/> High or precarious places	<input type="checkbox"/> Radiation	
	<input type="checkbox"/> Moving mechanical parts	<input type="checkbox"/> Extreme temperatures	
	<input type="checkbox"/> Vibrations	<input type="checkbox"/> Extreme noise levels	
	<input checked="" type="checkbox"/> NONE of the above	<input type="checkbox"/> Extreme darkness	
	<input type="checkbox"/> OTHER (describe below)	<input type="checkbox"/> Extreme brightness	
		<input checked="" type="checkbox"/> NONE of the above	
	<input type="checkbox"/> OTHER (describe below)		

OTHER or Details
 On equipment or work environment

Describe here any "OTHER" exposures, work environment conditions, equipment used
 General office equipment including copier, fax machine, scanner; Cellular/smart phone

PHYSICAL EFFORT REQUIREMENT

Check all physical requirements that apply to the essential functions of this job and then select the closest percentage range of time that the employee spends doing that activity.

	Rarely 0 - 30%	Routinely 31 - 70%	Constantly 71 - 100%		Rarely 0 - 30%	Routinely 31 - 70%	Constantly 71 - 100%	
Mobility Requirements					Hand Movement Requirements			
<input type="checkbox"/> Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Finger Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Grasping, holding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Repetitive motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Immobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Vision Requirements			
<input type="checkbox"/> Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Color distinction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Eye-hand coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Visual inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Visual perception	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lifting requirements			
<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Lifts 1-15 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Lifts 16-30 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Sensory requirements					<input type="checkbox"/> Lifts 31-60 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/> Lifts 61-90 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Smelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Lifts 90+ lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Physical Exertion Requirements			
					<input type="checkbox"/> Cardiovascular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/> Large Muscle, motor control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor Signature: _____ **Date:** _____
Employee Signature: _____ **Date:** _____