

**Walla Walla County
Position Description**

JOB TITLE: Community Health Director

DEPARTMENT: Community Health

REPORTS TO: Board of County Commissioners acting as the Local Board of Health

PAY GRADE: DOE; DOQ, Full time; FLSA Exempt; Employment Contract

JOB SUMMARY: Under the supervision of the Board of County Commissioners, plans, organizes, and directs the operation, administration, policy development, personnel, and business management of the Walla Walla County Department of Community Health. Areas of responsibility include, but are not limited to; assessment, support services, environmental public health, community/family health, health promotion, communicable disease prevention and response, emergency preparedness, behavioral health and supportive housing, chemical dependency, developmental disabilities, homelessness and indigent veterans support. Informs and confers with the Health Officer on county-wide health concerns and issues and ensures that professional services are consistent with standards prescribed by grants, contracts, accrediting agencies, federal, state, and local regulatory agencies.

SUPERVISORY RESPONSIBILITIES: Directly supervises the Public Health Officer, Program Manager, Environmental Health, Division Manager Preventative Services, Division Manager Healthy Communities, and Administrative Services Supervisor. Indirectly supervises all other Department of Community Health employees.

ESSENTIAL FUNCTIONS:

- Provide strategic planning, leadership, and guidance to the organization.
- Serve as liaison and channel of communication for the Board of County Commissioners, Health Officer, Human Services Advisory Board, Veterans Advisory Board, and staff.
- Function as the Public Health Administrator as outlined in RCW 70.05.040.
- Oversee development and presentation of annual budget in coordination with managers and Health Officer.
- Prepare and/or supervise preparation and oversee implementation of grants, agreements, and contracts.
- Provide regular verbal and written communication on operational, policy and financial status to the Board of County Commissioners.
- Oversee the development and implementation of emergency response, health assessment and community health improvement plans.
- Develop and maintain a cooperative and collegial relationship with Washington State Department of Health, Department of Social and Health Services, Health Care Authority, health providers, hospitals and related organizations as relates to relevant public health and human services and issues affecting county residents.
- Direct the resolution of inquiries, complaints or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints.
- Represent Community Health on state and local committees. Serve as advocate for Community Health programs.
- Participate in planning, training and response in public health emergencies as assigned.

- Participate in quality improvement/assurance activities of the department.

EXAMPLE OF DUTIES:

- Coordinates department programs with other departments and governmental agencies.
- Assures proper monitoring of grants, contracts, and programs.
- Directs personnel management and selection in coordination with Human Resources/Risk Manager.
- Responsible for orientation of staff to county and Health Department policies and procedures.
- Conducts or oversees performance evaluations, initiates, and implements disciplinary action as warranted.
- Resolve grievances and other sensitive personnel matters.
- Provides staff training and motivation.
- Establishes policies, procedures, work rules and performance standards that provide for the efficient and effective provision of services in compliance with local, county, state and federal standards and laws.
- In concert with Health Officer, ensures that professional health services are provided consistent with standards prescribed by grants, contracts, accrediting agencies, federal, state, and local regulatory agencies.

EQUIPMENT TO BE USED: General office equipment including but not limited to computers, multi-line phone, teleconferencing, printer, fax, calculator, satellite phone, and photo copier.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Working environment includes activities in multiple department venues. Physical abilities required for this position are those typically related to office operations. May be required to sit and stand for extended periods of time. Able to lift up to twenty (20) pounds. Occasional travel is required.

KNOWLEDGE AND ABILITIES:

- Demonstrated ability to exercise considerable initiative and make sound decisions.
- Possess thorough knowledge of practices, principles and procedures of public health and human services administration.
- Possess knowledge of public contract and funding application procedures and negotiation.
- Possess knowledge of legal requirements, regulations, and laws applicable to program areas.
- Possess knowledge of organizational management, public budgeting, and supervisory principles.
- Possess knowledge of emergency planning principles.
- Ability to develop, implement and evaluate departmental goals and objectives.
- Ability to develop and maintain effective working relationships with employees, county commissioners, other departments/agencies, and the general public.
- Ability to work with multiple priorities and challenging timelines.
- Possess critically effective oral and written communication skills.
- Possess commitment to and demonstrate expertise in dealing with diversity issues with balanced fairness, including those relative to ethnic minority and disabled populations.

EDUCATION AND EXPERIENCE: Requires a Bachelor's Degree with major study in public health, public administration, nursing, human services or related field, with a Master's Degree preferred, AND seven (7) years of progressively responsible related experience **INCLUDING** five (5) years of management level experience; OR, an equivalent combination of education, training, and experience that provides the required skills, knowledge and abilities.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- Must possess and maintain a valid driver's license.
- Must have access to a vehicle during working hours and proof of liability insurance.
- Maintain confidentiality.
- Membership in American Public Health Association or other professional behavioral health/health/environmental service societies is desirable.
- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases or sign an exemption and participate in the employee health program.
- Must not use tobacco products or electronic cigarettes.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT