

**Walla Walla County
Position Description**

JOB TITLE: Division Manager – Healthy Communities

DEPARTMENT: Community Health

REPORTS TO: Community Health Director

PAY GRADE: 8, Full-time (40 hours/week); FSLA Exempt; Benefits Apply

JOB SUMMARY: Under limited supervision, plans, directs and manages programs and staff to protect the health and safety of Walla Walla County residents; assures compliance of program activities with Department goals and objectives, State and Federal laws, and County policies and procedures. Direct program oversight of programs including but may not be limited to: Community Assessment, Prevention, and Social Services. Assists the Director of Community Health in developing, managing and implementing annual and long-range programs to accomplish departmental goals and policies. Collaborates with individuals, agencies, and institutions in the community to improve community health.

SUPERVISORY RESPONSIBILITIES: Supervises the healthy communities division staff including, but not limited to: assessment, behavioral health, developmental disabilities, housing, outreach, prevention, and traffic safety.

ESSENTIAL FUNCTIONS:

- Manages and directs the daily activities of the Healthy Communities division through appropriate delegation, managerial support, and work supervision; directs assigned programs, including contract oversight and management.
- Coordinates integration of services with other programs, departments and agencies to identify, prevent, control and correct public health threats and control disease vectors; analyzes trends and evaluates program requirements and resource utilization; negotiates and monitors contracts and agreements.
- Plans, prioritizes and assigns tasks and projects; directs the development of performance standards; counsels, trains and coaches staff; monitors work, develops staff skills, and evaluates performance.
- Meets regularly with staff to offer technical advice and guidance; analyzes and evaluates issues and proposals, develops recommendations, and directs the implementation of solutions.
- Monitors operations and procedures; develops and approves recommendations for improving program operations and processes; assures that strategic goals are reached.
- Develops, evaluates and implements goals, objectives, policies and procedures; monitors programs, and develops standards for program planning and service evaluation; assures activities are in compliance with all laws, policies, regulations and goals; assures compliance with Washington State Department of Health Consolidated Contracts for local public health services funding; assures compliance with Washington State Department of Social and Health Services funding; assures compliance with other funding sources as appropriate.
- Develops and monitors budget for programs and services; assures that appropriate services are provided; writes grant applications, monitors grant program activities, and assures compliance with program standards and performance guidelines; coordinates information and assures effective communications between programs and other agencies.

EXAMPLE OF DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Conduct research and strategic planning functions; analyzes workload trends and makes recommendations for staffing adjustments and personnel assignments.
- Review and comment on proposed changes in statutes and regulations.
- Represent the Department at meetings, regulatory commissions and boards; serves as information source and liaison between the County and various community and advocacy groups, and state and regional organizations, including Washington State Association of Local Public Health Officials (WSALPHO) and Association of County Human Services (ACHS).
- Respond to complaints, coordinates risk assessments and directs the resolution of issues.
- Participate with Community Health Director, Health Officer, other managers, and supervisory personnel in development of policy, formulation, implementation and evaluation of population health efforts.
- Participate in the selection process for Department of Community Health staff.
- Provide instruction for and outline work assignments.
- Review work assignments for quality, quantity, timeliness and appropriateness.
- Organize and conduct periodic performance evaluations.
- Participate in planning, training and response in public health emergencies as assigned.
- Participate in quality improvement/assurance activities of the department, including Public Health Accreditation.
- Provide professional guidance for the development of the community health assessment and the community health improvement plan.
- Administering and managing local funding solicitation, allocation and performance monitoring under the direction of the Director of Community Health.
- Provide technical assistance, as needed, to sub recipients preparing applications for funding.
- Review and approve budget change requests to ensure budget matches approved award budget; manages budget change requests to funding agencies as indicated to meet program funding needs.
- Conduct orientation meetings with program managers and sub grantees who are award beneficiaries and coordinate overall management and compliance with terms and conditions throughout the life of the award.
- Monitor expenditures for compliance.
- Coordinate the advertisement and selection process for sub recipient or sub grantee contracts and ensures fully executed contracts are in place.
- Provide training and technical assistance to sub recipient or sub grantees to ensure compliance with all terms and conditions, regulations and applicable circulars.
- Monitor sub recipient/sub grantee performance and compliance and develops corrective action plans as necessary.
- Oversee the research, review and analyses of existing grants/contracts and potential new grants/contracts.
- Provide oversight, monitoring, and reporting of timelines for close-out and start-up responsibilities for appropriate contracts and sub-contracts.
- Participates in planning, training, and operations during public health emergencies.
- Perform other work as required.

EQUIPMENT TO BE USED: Standard office equipment including PC or computer work-station and related software, fax and photocopy machines, multi-line phone systems and cell phone.

WORKING ENVIRONMENT/PHYSICAL ABILITIES:

- Work will be performed both in office environment and outside within the community.
- Requires manual dexterity and visual acuity to operate a personal computer and peripherals.
- Ability to drive a vehicle, fly in an airplane and travel as required.
- Ability to lift and carry 25-30 (twenty-five to thirty) pounds.
- Requires sufficient hearing and speech ability to communicate verbally.
- Ability to tolerate environmental conditions such as odors, pets, and tobacco smoke.
- Ability to work with multi-cultured, multi-lingual and disabled individuals and families.

KNOWLEDGE AND ABILITIES:

- County policies and procedures.
- Federal, State, and County laws, codes, rules, and regulations related to public health and social services.
- Political and organizational structure, management and leadership theory and best practices, personnel development and effective public relations.
- Community resources and public health programs for appropriate referrals.
- Regional public health protocols, communicable disease issues, and reporting standards.
- Techniques of investigating and researching public health problems and conditions.
- Public health research protocols and statistical evaluation principles and methods.
- Budget preparation and monitoring.
- Principles of record keeping and records management.
- Ability to write clear concise reports, organize materials for use, and make effective oral presentations before groups and clients.
- Principles and practices of database systems, computerized data compilation techniques, and statistical and spatial models for computer analysis.
- Principles of confidentiality, interviewing and counseling techniques.
- Assessing, analyzing, and identifying problems, and recommending effective solutions.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Working effectively with others to develop solutions for public health problems.
- Applying public health principles.
- Developing public health assessments and evaluating clinical and non-clinical service practices.
- Establishing and maintaining effective working relationships with co-workers, other County employees, and representatives from other City, County, Regional, State and Federal agencies.
- Understanding, developing, manipulating, and analyzing database information in a variety of data formats.
- Compilation, analysis, and presentation of technical and statistical information in reports.
- Interpreting technical instructions and analyzing complex variables.
- Reading, understanding, interpreting and applying relevant County, State and Federal statutes, codes, rules, and regulations.
- Utilizing scientific principles of investigation.
- Assessing and prioritizing multiple tasks, projects and demands.
- Evaluating, analyzing, and identifying problems, and recommending effective solutions.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.
- Wear personal protective equipment and work around people with infectious diseases.

EDUCATION AND EXPERIENCE: A master's degree in a health-related field and seven (7) years' experience in public health, social services, or health care administration/program management is the minimum requirement for this position. At least five (5) years of supervisory experience is required.

LICENSES AND OTHER REQUIREMENTS:

- Proof of degree, copy of diploma.
- Must successfully pass a background check and a driving record check.
- Valid driver's license and have a driving record acceptable to the county's insurance provider.
- Must have access to a vehicle during working hours and proof of liability insurance.
- 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 vaping devices.
- Bi-lingual Spanish – English is desirable.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.