

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: EXECUTIVE DIRECTOR - HEALTH
CLASS CODE: 1050

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 2/2/2012 (REVISED 6/06/2006 VERSION)
DEPARTMENT: HEALTH

JOB SUMMARY

Responsible for managing the Utah County Health Department with jurisdiction in all Utah County cities under broad policy guidance from the Utah County Board of Health and the Utah County Commissioners. Supervises medical diagnosis and treatment services. Supervises division directors. Represents the county at meetings with state and county public health officials, related agencies, and the media.

ESSENTIAL FUNCTIONS

Medical diagnosis and treatment services. Responds to public health emergencies as needed. Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home. Provides and/or supervises medical diagnosis and treatment services. Reviews and approves medical charts. Supervises mid-level practitioners at several different Health Department clinics. Examines and treats patients in sexually-transmitted disease clinic. Performs physical exams for immigration applicants. Reviews child health exams and treatments. Consults with staff on immunizations and communicable disease. Responds to questions from the public regarding various health issues. Serves as the Public Health Officer and issues isolation and quarantine orders as necessary for individuals or groups infected or exposed to serious communicable diseases.

Department Administration. Reviews and approves payroll. Reviews and approves leave requests. Discusses planning and evaluation and reports. Reads and studies continuing education materials to update own knowledge of medicine and health administration. Hires, trains, disciplines, and evaluates performance of department personnel. Reviews and comments on performance evaluations. Schedules and assigns work. Establishes policies and procedures for all divisions' operations. Monitors department performance. Plans service delivery, budgets, contracts, and controls expenditures for department. Approves all division budget requests.

Division Directors supervision. Meets with division directors and supervisors to discuss health programs and personnel. Divisions include Community Health, Environmental Health, Substance Abuse, Health Promotion, WIC Nutrition, Mosquito Abatement, and Vital Records.

State Public Health, media meetings. Attends and participates in various meetings with health officers, state advisory committees, and professional associations.

Public and other agency meetings. Attends and participates in various meetings with county commission, county department heads, other public agencies, the media, and the public.

KNOWLEDGE, SKILLS, AND ABILITIES

Requires extensive knowledge of medical practices and public health administration including related laws and regulations; Thorough knowledge of contracting procedures; Skill in public relations to establish good working relationships with all levels of government officials, other county administrators, news media, civic and private agencies, and the public; Ability to formulate and administer policies and procedures for all phases of public health administration; Ability to manage and direct the work of several divisions; Skill in written and verbal communication; and Ability to work effectively under pressure.

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PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Frequently lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building; Work exposes incumbent to contagious or infectious diseases or hazardous chemicals; Work requires use of protective devices such as masks, goggles, and gloves; and Work exposes incumbent to mental pressures and/or emotional stress.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants may be subject to a background check.

Requires MD or DO degree from an accredited medical school and a master's degree in public health (MPH or MSPH) with at least one (1) year of clinical training. Requires an additional two (2) years of mid or upper-level management experience in public or other health administration with demonstrated competence.

LICENSING AND CERTIFICATION

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.