

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIRECTOR - HEALTH DEPARTMENT (LOCAL HEALTH OFFICER)
CLASS CODE: 1300
FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR
EFFECTIVE DATE: 9/1/2015 (REVISED 6/06/2006 VERSION)
DEPARTMENT: HEALTH

JOB SUMMARY

Serves as Local Health Officer, 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 Board of County Commissioners. Oversees clinical activities 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

Local Health Officer. Promotes and protects the health and wellness of the people within the County to include the following activities: functions as the executive and administrative officer. Reports to and receives policy direction from the local board of health. Directs programs assigned by statute to the local health department, including administering and enforcing state and local health laws, regulations and standards. Directs the investigation and control of diseases and conditions affecting public health. Serves as Secretary to the Utah County Board of Health.

Oversight of medical diagnosis and treatment services. Coordinates Public Health services within the County. Consults with staff on immunizations and communicable disease. Responds to questions from the public regarding various health issues. Issues isolation and quarantine orders as necessary for individuals or groups infected or exposed to serious communicable diseases. Provides, or coordinates with contract physicians to provide, clinical activities of Health Department, including medical diagnosis and treatment services, such as reviewing and approving medical charts; supervising mid-level practitioners at Health Department clinics; examining and treating patients in sexually-transmitted disease clinic; performing physical exams for immigration applicants; reviewing child health exams and treatments.

Department Administration. Hires, trains, disciplines, terminates, supervises and evaluates all Health Department employees; Reviews and approves payroll. Reviews and approves leave requests. Reviews and comments on performance evaluations. Schedules and assigns work. Establishes policies and procedures for all divisions' operations. Monitors department performance. Oversees proposed budget preparation. Presents proposed budget to the Board of County Commissioners and to the Board of Health for review and approval. 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 develop and implement health programs and to handle personnel issues. Divisions include Family and Personal Health Services, Environmental Health, Health Promotion, WIC Nutrition, Mosquito Abatement, and Administration/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. Appropriately disseminates information about health and health hazards to the public.

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KNOWLEDGE, SKILLS, AND ABILITIES

Requires extensive knowledge of public health 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.

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

For Physicians:

1. Graduate of a regularly chartered school of medicine or osteopathy AND
2. Licenced to practice medicine in the State of Utah AND
3. Board certified in Preventive Medicine or a primary care specialty AND
4. Successfully completed at least one year's graduate work in Public Health, Public Administration, or Business Administration AND
5. At least two years' professional level full time experience in Public Health or Preventive Medicine in a senior level administrative capacity.

For Non-physicians:

1. Master's Degree in Public Health, Nursing (or other related health discipline), Public Administration, or Business Administration from an accredited school AND
2. At least five years professional full time experience in the practice of Public Health, at least 3 of which must be in a senior administrative capacity.

OR

1. Bachelor's Degree from an accredited school in a field closely related to Public Health AND
2. At least twelve years professional full time experience in the practice of Public Health, at least 10 of which must be in a senior administrative capacity.

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.

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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.