



## EMPLOYMENT OPPORTUNITY

# DIRECTOR OF PUBLIC HEALTH

### SALARY AND BENEFITS

\$37.32 - \$45.11 per hour plus benefits package

### FILING DEADLINE

Open until filled.

### DUTIES AND RESPONSIBILITIES

*The Director of Public Health plans, organizes, directs, and coordinates the activities and programs of the Public Health Department. (This is an at-will position). The major duties of the position include:*

- Formulate policies and procedures concerning activities of the Department; establish and maintain goals, objectives and plans for carrying out the functions of the Department.
- Direct, oversee and develop the public health work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Ensure effectiveness and efficiency of the various functions and programs to ensure they are consistent with legal restraints, community needs and Board policy; evaluate and modify departmental policies and procedures to improve efficiency and effectiveness.
- Brief Board of Supervisors, advise the Director of Health and Social Services and/or appointive boards and commissions on long range planning where community public health programs are concerned; negotiate, recommend, monitor and evaluate services provided to the community.
- Manage and direct the community public health programs through subordinate supervisors; assume responsibility for a variety of personnel actions such as selections, promotions, performance evaluations, disciplinary actions, and dismissals; direct the training and professional development of the top level personnel by identifying training needs and developing training policies in areas relevant to the Department's assignment.
- Implement improvements, determine and recommend plans for establishing new service programs or major changes in methods or levels of service delivery.
- Establish and maintain liaison with representatives of State, Federal, and local agencies and commissions.
- Exercises direct supervision over assigned clerical, technical, professional and nursing personnel.
- Direct the preparations or evaluation of legislation affecting the operations of the Department.

- Analyze and evaluate program results as related to objective and policy guidelines; review program funding needs; formulate budget guidelines, and control program activities within budgetary limits or policies.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

#### ***Public Health Services (Managerial)***

***Experience:*** Broad and extensive experience in development, analysis, and administration of public health services and programs. Three years of qualifying experience gained in supervisory/managerial capacity. Experience in the areas of fiscal management, personnel management, and program management preferred.

***Education:*** Graduation from an accredited college or university in Public Administration, business, social work or a closely related field. A Master's Degree in Public Health, Public Administration, or Health Care Administration is preferred.

#### ***Public Health Services (Managing Nurse)***

***Experience:*** Broad and extensive experience as a Registered Nurse in the development, analysis, and administration of public health services and programs. Three years of qualifying experience gained in Public Health Services in supervisory/managerial capacity. Experience in the areas of fiscal management, personnel management, and program management preferred.

***Education:*** Equivalent to a Bachelor's degree from an accredited college of university with major course work in public health nursing or a related field. Master's Degree preferred.

**Licenses and Certifications** Possession of a valid license as a Registered Nurse issued by the California Board of Registered Nursing required if qualifying under the Public Health Services (Managing Nurse) criteria. Possession of or ability to obtain, a California driver's license may be required by the position.

### **Physical Demands**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

## **SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## **HOW TO APPLY**

An application may be obtained from the Personnel Office listed below or by visiting our web site at: [www.co.lassen.ca.us](http://www.co.lassen.ca.us) It is your responsibility to provide specific, accurate, and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

 (530) 251 -8320 

Updated August 2, 2019

### **GENERAL INFORMATION**

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted after an offer of employment is made and accepted. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.