



CLASS SPECIFICATION

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Last Title Change:
FLSA: exempt

DISTRICT HEALTH OFFICER

DEFINITION

Under administrative direction, plans, organizes, directs, and manages the functions of Northern Nevada Public Health (NNPH, a Health District serving Reno, Sparks and Washoe County); and performs related work as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree from an accredited college or university in public health, or a closely related field, AND five years of experience in the development, analysis, and administration of public health programs and services, including experience in an administrative or supervisory position involving program development, fiscal management, and personnel management; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

This is a department head position which exercises direct and indirect supervision over all divisions of NNPH.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, direct, coordinate and administer public health programs for NNPH.

Coordinate District programs and functions with state and federal programs and other departments and agencies.

Develop and present recommendations to the District Board of Health on methods, policies, services, and programs aimed at improving public health and Health District operations in an efficient and cost-effective manner.

Implement policies, as directed by the District Board of Health; monitor performance to ensure the efficient delivery of services, consistency with Health District practices, compliance with all applicable regulations, and adherence to Health District's strategic objectives.

Develop and interpret administrative policies regarding the administration of public health functions and activities and the enforcement of Public Health laws and regulations.

Lead the development of strategic plans and objectives, organizational strategy, policy, and organizational culture for the Health District.

Monitor and track public health trends and best practices; participate on various committees and task forces related to public health to advance the strategic goals of the Health District and District Board of Health.

Effectively represent the Health District in meetings with public officials, jurisdictional/agency representatives, private industry, and members of the public to provide education and outreach, resolve problems, negotiate agreements, and study potential changes which impact the Health District.

Direct Health District communications and effectively communicate internally, through media, and with the public.

Prepare, present, and administer the district's budgets, controlling fiscal expenditures and revenues.

Supervise staff, which includes establishing performance standards, evaluating performance by linking accomplishments to the Health District's long-range plan, reviewing the efficiency of operations, administering discipline, and making hiring decisions in accordance with Human Resources' policies and procedures.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Federal, state and local laws, statutes, regulations, policies and procedures pertaining to the operations of the Health District.

NNPH services, functions, and operations.

Organizational structure of Washoe County government, departments, services, and functions.

Community organizations, local government agencies, and various internal and external stakeholders to the Health District.

Computer software and management information systems utilized by the Health District.

Ability to:

Plan, coordinate and direct the operations of the Health District to accomplish established goals and objectives and optimize efficiency.

Effectively represent the interests and initiatives of the Health District in various public forums.

Identify work methods and procedures that promote a safe working environment for employees and others and train staff in the same.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of management, supervision, and organizational theory.

Principles and practices of program planning, implementation, and administration.

Principles and practices of public administration; including budgeting, grant management, staffing, and organization.

Local government operations, organization, functions, and practices.

Scientific and data driven practices to protect and promote public health.

Principles and application of public health laws and the impact on organization functions and practices.

Public Health Accreditation Board Standards and Measures and methods for meeting requirements.

Ability to:

Supervise and direct personnel, including training, assigning, and reviewing work, administering discipline, and

conducting performance evaluations.

Coordinate across divisions or other groups to improve function and/or communication.

Analyze operational issues, identify and develop innovative and creative solutions, project consequences of proposed actions, and implement recommendations in support of long-term objectives.

Develop comprehensive reports, correspondence, and other written documentation.

Develop and administer a budget and control expenditures.

Deliver effective written and verbal presentations to the District Board of Health, other agencies, staff, and the general public.

Interpret and apply the provisions of laws, codes, regulations, complex legal documents, policies, and procedures.

Exercise a high degree of independent judgment, integrity, diplomacy, and tact.

Communicate effectively, orally, and in writing.

Build consensus; establish and maintain trust and confidence with both internal and external stakeholders.

Maintain cooperative working relationships and effectively represent the Health District to department heads, staff, elected officials, employees, community stakeholders and partners, the media, and all those contacted in the course of work.

SPECIAL REQUIREMENTS

(Essential duties require the following physical skills and work environment.)

Must be able to respond to emergencies and attend meetings outside of normal working hours.

Ability to work in a professional office environment; ability to operate office equipment including computers, telephones, calculators, copiers, and FAX machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.