



Class Code: 60017825  
Date Established: 09/2014  
Last Reviewed: 04/2024  
Last Revised: 04/2024  
Last Title Change:  
FLSA: exempt  
Probation: 12 months

## CLASS SPECIFICATION

### DIRECTOR OF PROGRAMS AND PROJECTS

#### **DEFINITION**

Under administrative direction, provides leadership and delivery of Northern Nevada Public Health (NNPH) programs, services, and project initiatives that are cross-functional in nature and implemented using resources from multiple divisions; participates as a key advisor to the District Health Officer as a member of the leadership team; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in business or public administration, public health, environmental and health sciences, or a closely related field AND three years of full-time experience in program management or administration in a public health agency or entity; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

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

#### **SUPERVISION EXERCISED**

Exercises direct and indirect supervision over staff from across the District.

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

Establish the objectives, policies, organizational structure and operating model for the programs and initiatives of the Office of the District Health Officer; lead programs and projects teams in the achievement of those objectives.

Assist in the development of Community Health Needs Assessments and oversee the development of the Community Health Improvement Plans by engaging and working with diverse organizations in the community to collaboratively identify and address public health needs and objectives, and work with other division directors to effectively deploy District resources to meet those objectives.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; implementing discipline and conflict resolution procedures when necessary; assure efficiency, effectiveness, and quality of work outputs; monitor and direct progress to achieve goals and objectives.

Lead, facilitate, and manage implementation of organization-wide efforts to ensure that strategic planning, performance management, quality improvement, and workforce development programs are managed using a data-driven focus that sets priorities for improvements aligned to ongoing strategic imperatives.

Facilitate the development and implementation of performance metrics, quality standards and reporting of performance of District programs, projects, and services.

Provide leadership and coordination of the NNPH's organization-wide health equity efforts. Assess organizational capacity and develop plans to improve NNPH capacity to reduce health disparities and improve health equity. Collaborate with divisions on health equity efforts.

Develop, communicate and implement policies and protocols for inter-divisional programs and services by collaborating with other members of the District's leadership team and other staff; implement and evaluate plans, policies and approaches as needed to maximize the effectiveness of the cross-functional initiatives.

Make presentations and represent the District and the Office of the District Health Officer in various public forums such as community meetings, workshops, special events, and County Commission, City Council and Board of Health meetings in a manner which enhances the image and effectiveness of the District and supports strategic goals.

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:**

Laws, ordinances, codes, and regulations governing the District's services, programs and functions.

Principles and practices of planning, performance management, quality improvement and change management.

Principles and practices leading to the elimination of health disparities and improved health equity.

Departmental and countywide policies and procedures including personnel and management policies.

Principles of budget preparation, fiscal accounting, and Washoe County's budget processes.

Computer software specific to the work of the District/division.

#### **Ability to:**

Support and provide leadership for a culture of quality within the District by encouraging teamwork, collaboration, innovation and use of quality improvement tools.

Apply and help others apply health equity, diversity, inclusion, equity, and cultural competency principles to organizational development, program development and implementation.

Develop and administer cross-functional program and project scopes, schedules, budgets, and resource requirements.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Develop and deliver effective presentations before committees, boards, commissions, employees, and other groups.

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

#### **Knowledge of:**

Public health functions and essential public health services, public health organizations and programs.

Principles and practices of management and supervision including administration, project and program planning, implementation, policy development, analysis, and evaluation.

Principles and practices for diversity, equity, inclusion, and cultural competency.

**Ability to:**

Prepare policy analysis, including interpreting statistics and evaluating research studies, and comprehensive reports related to public health issues.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency and implement changes as necessary to improve operations.

Interpret, understand, and apply codes, policies, technical reports, statutes, rules, and regulations.

Plan, design, and evaluate public health program initiatives.

Develop and present narrative reports, educational or promotional materials and other documents.

Coordinate programs and activities with other entities.

Communicate effectively both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

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

Ability to work in a professional office environment. Ability to use standard office equipment including computers, copiers, and telephones.

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