



CLASS SPECIFICATION

Class Code: 18075
Date Est: 12/2015
Last Rev:
Last Title Chg:
FLSA: exempt
Probation: 12 months

PUBLIC HEALTH SUPERVISOR

DEFINITION

Under general direction, plans, develops and implements policies and procedures for public health programs for the community, families, and individuals in the Washoe County Health District; supervises program activities; coordinates public health services and assures compliance with grant requirements and ongoing budget management and grant administration; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in Public Administration, Public Health or a closely related field such as Health Ecology, plus four years of full-time progressively responsible professional experience in program coordination or as a project lead in a public health agency, clinic or hospital; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Exercises direct supervision over professional and clerical program staff.

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

Develop, implement, evaluate and revise public health programs by collecting, analyzing and interpreting program data including statistical and narrative reports, and other information to determine that programs meet community needs, grant and regulatory requirements.

Supervise the activities and performance of assigned staff, including training, work assignment and review, employee discipline, conflict resolution and performance evaluation. Interview and select staff, and develop training programs specific to program needs.

Monitor activities of assigned public health programs by evaluating compliance with regulations, policies and protocols; review program outcomes and effectiveness.

Develop and write grant applications and related documents including needs assessments, program performance measures and personnel and funding requirements; maintain required reports and records to ensure that funding requirements continue to be met; reapply for grants as necessary to maintain funding for public health programs.

Prepare annual program budget requests and justifications; administer finalized budget by monitoring expenditures against budget allocations, including approval of purchase requisitions; assist with program reviews and financial audits by explaining expenditures and providing other information requested by the auditors.

Collaborate with county departments, and public and private community agencies to expand the scope and reach of public health programs and services and to promote and improve the health and well being of the community.

Represent the agency on community boards and committees to acquire and provide information on projects, programs and activities of Community and Clinical Health Services and the community.

Coordinate and manage special projects, assignments and activities; collect, compile, analyze and monitor progress; present findings to management, identify alternatives and make recommendations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which 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:

Departmental/divisional policies and procedures.

State and local legislation/ regulations relating to public health programs.

Organizational structures of Washoe County and other entities as they relate to programs, activities and functions of assigned areas.

Principles and practices of general management, training and supervision.

Countywide personnel policies such as affirmative action, sexual harassment, discrimination, ADA and EEO.

Community resources and programs available to clients.

Management information systems and software programs used in the assigned area.

Budget development and expenditure control.

Ability to:

Plan, direct and manage the operations and services of varied program functions to accomplish established goals and optimize efficiency.

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

Collaborate with outside agencies in the provision of public health services.

Represent the programs, operations and functions of the Health District to the public, community organizations and other agencies.

Recognize work methods and procedures that promote a safe working environment for employees and others and to train staff in 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 public health and public health community planning.

Program planning and development methods and techniques.

Universal precautions and infection control practices, including causes, means and methods of transmission and control of communicable/infectious disease.

Public health education methods.

Current literature and trends in public health principles and practices.

Research techniques, data collection, analyses and report preparation.

Grant development and administration.

Accounts maintenance and program budgeting principles.

Ability to:

Read, interpret and apply law, statutes, codes, regulations, policies, contracts and legal documents pertaining to Public Health Programs.

Collaborate with community and other private and public agencies to accomplish program goals.

Provide comprehensive public health programs and services.

Train staff and others in procedures and protocols of assigned program area(s).

Interpret and apply protocols, regulations, policies and procedures.

Interact effectively with individuals from a variety of socioeconomic and cultural backgrounds.

Develop effective work teams and motivate individuals to meet goals and objectives and provide customer service in the most cost effective and efficient manner.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications.

Write narrative reports, correspondence and grant applications.

Communicate clearly and concisely, orally and in writing, tailoring the message to the intended audience.

Operate a personal computer and use a variety of software packages.

Deal with a variety of individuals from diverse socio-economic, ethnic and cultural backgrounds.

Represent the Health District and maintain effective working relationships with clients, public officials, community representatives, other government agencies, division staff and representatives of other departments.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office or clinic environment. Ability to sit, stand, walk, drive, climb stairs and twist the upper body. Ability to lift and move objects weighing up to 25 lbs. Ability to use modern office equipment including computers, copiers, printers, telephone, and FAX machine.

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