

COUNTY of MONO HEALTH DEPARTMENT

Deputy Director of Public Health COVID 19

Creation Date: March 2021

Work Status: Full Time (Term)

Job Class: Unclassified

General Statement of Duties:

The Deputy Director of Public Health COVID 19 provides administrative direction and guides public health programs' operations through subordinate managers and supervisors. The primary program units overseen by this position may include: COVID 19 Contact Tracing and Investigation; COVID 19 Vaccinations Program, COVID 19 Testing Program; and COVID 19 211 Nurse Line. Other duties include but are not limited to: ensures program consistency with the Department's mission and vision and adheres to grant and contract requirements; interprets department policies and provides direction to subordinate managers; coordinates the integration of programs that involve multiple programs or units; oversees program budgets and expenditures; represents Public Health Services in external community coalition meetings; acts as a liaison to community organizations and other county departments on issues pertaining to COVID 19 public health programs; may act as the Director in his or her absence, and performs other duties as assigned.

Training and Experience: ' 'bachelor's degree required, and ' 'master's degree preferred, in a relevant field including but not limited to Public Health, Healthcare Administration/Management, Nursing, Social Work, Health Communication, etc. A minimum of three 'years' Experience managing or coordinating a health program or service and providing administrative oversight to federal and private grant programs is highly recommended. Persons with medical/clinical Experience (Registered Nurse, Physician, or other clinically licensed professional) are preferred.

DUTIES AND RESPONSIBILITIES:

1. Interacts with the Health Department Director and Health Officer regarding COVID 19 programs and operations administers.
2. Responsible for the day-to-day administrative operations of all Health Department COVID 19 Programs.
3. Provides administrative oversight to federal and private grant programs for the Health Department.
4. Oversees the development of the COVID 19 Departmental budget process.

5. Interacts with the County Administration with regards to administrative operations for the Department.
6. Works closely with the medical community to advance the mission of the Health Department.
7. Acts as a member of the leadership team representing the Health Department in the community by participating in the development of administrative policies and procedures and making recommendations regarding the 'organization's future.
8. Acts as the liaison with state and federal medical authorities.
9. Provides periodic in-service training for clinical and other Health Department staff.
10. Regularly reviews scientific and/or best-practice guidance for COVID 19 response and treatment shared by trusted and reputable health information sources.
11. Works to ensure health equity in all Health Department COVID 19 outcomes and programs.

ESSENTIAL KNOWLEDGE & SKILLS:

- Must possess required knowledge, skills, abilities, and Experience and be able to explain and demonstrate, with reasonable accommodation if needed, that the job's essential functions can be successfully performed. Examples of skills that are required to perform this job include:
 - Ability to record, organize, analyze, and present data with accuracy, thoroughness, and attention to detail.
 - Ability to analyze complex information and develop strategies, plans, and procedures to meet the Department's needs.
 - Ability to communicate complex information clearly and concisely, both orally and in writing.
 - Ability to interpret Federal & State regulations, procedures, and policies and incorporate them into all aspects of the work.
 - Proficiency in PC operations and the use of online data resources (??), databases, and reporting tools.
 - Self-motivated and disciplined.
 - Ability to work effectively in groups and in collaborative professional environments.

OTHER:

- Will be expected to respond to public health emergencies.
- Will require non-traditional working hours on occasion.