

Cherokee County

Position Title

Director

Position Summary

Directs, plans, coordinates and evaluates operations of the Cherokee County Health Department. Supervises a staff of fourteen (17) nursing, professional and clerical employees as well as manages a budget of \$1,000,000 plus. Works closely with the Health Authority/Medical Director who provides medical direction to the department under the governance of the Cherokee County Commissioners Court.

Essential Functions of the Job

- Responsible for the daily operation and policies/procedures of the department including:
 - a. Communicable Disease Prevention and Control
 - b. Vaccine Preventable Disease Program (Immunization)
 - c. STD/HIV Prevention and Control
 - d. Public Health Preparedness and Emergency Response
 - e. Health Promotion
 - f. Tuberculosis Prevention
 - g. Family Planning
 - h. Primary Health Care
 - i. Breast and Cervical Cancer Service
 - j. Food Service Inspection
 - k. Administration, grant writing/management, creating and monitoring budgets
 - l. Personnel management
- Coordinates and collaborates with other department heads, community partners and contract agencies to achieve the goals of the department
- Serves as lead staff liaison to the Advisory Board of Health
- Assures a competent public health workforce by providing the hiring, training and evaluation of personnel

- Administers a variety of state grant funded public health programs/grants
- Ensures departmental compliance with public health statutes
- Responsible for community health assessment and prioritization of health issues
- Plans and implements programs, appropriate to department resources, that address priority health issues and that include use of evidence based public health strategies to improve the health status of the population
- Evaluates effectiveness of departmental programs and measures health outcomes
- Provides leadership to the staff and community on public health priorities
- Provides a learning environment for students studying to be health professionals
- Responsible for preparing for and responding to public health emergencies
- Assures 24/7/365 departmental coverage for sensaphone monitoring of vaccines, communicable disease outbreaks and other public health emergencies

Additional duties and responsibilities

Knowledge, Skills and Abilities Required to Perform the Essential Functions

- Ability to make decisions under stressful circumstances including emergency response operations
- Working knowledge of personal computers, Microsoft and web based software applications
- Excellent oral and written communication skills especially toward grant writing
- Ability to read and understand budgets and finance

Work Environment

- Work will be performed indoors and outdoors in all weather conditions
- Possible exposure to persons infected with communicable diseases
- Travel to off-site locations including meetings

Physical Requirements

- Ability to sit and walk for extended periods of time
- Ability to stoop and reach above the head

Recommended Minimum Qualifications

- Bachelors Degree in nursing, health, human services, public health, business administration or accounting

Must have:

- At least five (5) years of progressive management experience culminating in a leadership role preferably in a complex health related environment
- Experience must demonstrate an ability to work effectively with a diverse array of citizens and a variety of governmental agencies, community and neighborhood groups