



PUBLIC HEALTH ADMINISTRATOR

General Definition of Work

Performs complex executive work directing the overall day-to-day operations and personnel of the public health agency, assuring the successful achievement of the department's mission, vision and program objectives; promoting and supporting population health by providing leadership and public health expertise, providing the essential services within a variety of settings, ensuring compliance with a broad range of local health and environmental codes, regulations and policies, participating in multi-faceted health and environmental initiatives, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Horizon Community Health Board (CHB). Organizational supervision is exercised over all personnel within the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Assumes executive management of the overall operation and function of the Horizon Public Health, including all statutory duties of the Community Health Administrator and serving as the agent of the CHB.

Provides leadership in establishing Public Health vision and mission and assures ongoing fidelity to the vision and mission in all aspects of the agency's operations.

Bears overall responsibility for personnel management, assuring an adequate, well trained work force, fostering a work environment where continuous quality improvement in service and professional practice are pursued, interviewing and selecting new employees, conducting performance evaluations, responding to and resolving personnel issues, and initiating disciplinary proceedings when necessary.

Develops and submits an annual agency budget to the Governing Board using cost-effectiveness and cost-benefit analysis in programmatic prioritization and decision making; monitors and oversees budget activity, recommends modifications when needed and approves purchase requests and expenditures.

Assures that the delivery of public health services are evidence-based and/or best practices and comply with relevant state public health practice guidelines, community standards of care and Federal and State laws and regulations.

Provides leadership to the community health needs assessment and the development and implementation of the community health improvement plan; collaborates in the development and leadership of community initiatives that address priorities identified through the community assessment and planning process.

Serves on multi-jurisdictional and multi-agency committees and Advisory Boards involved in public health policy development; maintains ongoing communication and partnering with county departments and community

Meets with state and local health officials, school officials, and community medical providers on matters related to communicable and chronic disease control and other public health policies and programs.

Monitors legislation and meets with State Legislators to discuss proposed legislation and other issues impacting local public health agencies and the communities they serve.

Assures a safe working environment in the agency through management oversight of the implementation of the relevant standards set by the Occupational Safety and Health Administration (OSHA), state laws, and county policies.

Serves as the Public Health Incident Commander during a Public Health emergency and represents Public Health at the County Emergency Operations Center when activated in response to the declaration of a county or statewide emergency (or disaster).

Contributes to the development of organizational competencies that strengthen the quality and performance of public health practice and participates in organizational capacity building and training activities to advance public health competencies.



Public Health Administrator

Knowledge, Skills and Abilities

Required Competency and Skills: Knowledgeable of Tier 3 Public Health Core Competencies and demonstrates commitment to increasing individual skills in all eight focus areas including such responsibilities as overall management for major programs or functions of an organization, setting a strategy and vision for the organization and/or building the organization's culture.

Comprehensive knowledge of related industry, organization and agency policies, practices and procedures; local, state and federal public health laws, ordinances, policies, procedures and regulations; comprehensive knowledge of the principles, practices and methods of public health programs and administration; organization, staffing, directing, budgeting and evaluating program operations; the techniques and best practices of supervising in a public health setting; standard recordkeeping and database systems, budgets and financial reporting, grant applications and reporting guidelines. General knowledge of standard office equipment, hardware and software to collect, store and retrieve data. Comprehensive skill reviewing, supervising, directing, evaluating and recommending promotions or demotions for staff; comprehensive skill monitoring department operations and staff actions. General skill working within standard state databases and electronic health record software. Ability to make arithmetic computations using whole numbers, fractions and decimals; to compute rates, ratios and percentages; to understand and apply governmental accounting practices in maintenance of financial records; to work with mathematical concepts and statistics. Ability to communicate effectively with a variety of community groups and organizations; to maintain knowledge of current data privacy requirements and integrate those requirements into related department policies and procedures to respect and maintain client confidentiality. Ability to direct divisions or activities of the agency; to respond to emergencies, disasters and difficult problem solving situations; to solve problems within scope of responsibility; to establish and maintain effective working relationships with the staff, contractors, services providers, healthcare professionals, local and state agency officials and representatives, policy makers, local businesses, vendors, and the general public; ability to maintain knowledge of and adhere to organizational safety policies and procedures. Ability to maintain confidentiality.

Education and Experience

Master's degree with coursework in Public Health, Nursing, Health Administration, Community Health, Environmental Health, or related field and three to five years of experience in public health practice, administration and supervision. Or, Bachelor's degree with coursework in Public Health, Nursing, Health Administration, Community Health, Environmental Health, or related field and six or more years of relevant experience in public health practice, administration and supervision.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Upon employment or within six months of hire training in: AWAIR, Employee Right to Know, NIMS, Emergency Action Plan, HIPAA, Data Practices and fire training.

Valid driver's license in the State of Minnesota