

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Assistant Director of Health</u>
Sch.& Grade	<u>PAT-14</u>
Class Code	<u>AB20</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Health</u>

PRIMARY PURPOSE:

Serves as Assistant Director of the Springfield-Greene County Health Department. Provides direction and coordination of program activities, oversight of fiscal activities, assistance with policy development, and support for public relations.

SUPERVISION:

Serves under the general supervision of the Director of Public Health and Welfare. Supervises and leads professional, technical, and administrative support staff in assigned program areas.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs the activities of assigned program areas for the Springfield-Greene County Health Department.
2. Serves as principal assistant to the Director of Public Health & Welfare.
3. Supervises a large number of programs and staff in the Environmental Services Division including Milk, Animal Control, Environmental Lab, Vector Control, Food Control, County Environmental, Blood-Lead Poisoning Prevention, and Air Quality Control.
4. Serves as liaison with federal, state and community allied health organizations as assigned.
5. Coordinates departmental budgeting process and reporting activities.
6. Evaluates community needs as they relate to public health programs.
7. Coordinates communicable disease and epidemiological investigations.
8. Establishes and communicates clear goals and objectives for assigned program area, which are consistent with overall departmental goals, and promotes team efforts through a continuous quality improvement environment.
9. Directs assigned personnel, evaluates their performance and provides training and development as appropriate.
10. Supervises and participates in the development and implementation of departmental policy. Advises the Director of policy issues in assigned program area including making recommendations and decisions when appropriate.
11. Supervises and participates in the development and implementation of long-range planning including reviewing and evaluating work products, methods, and procedures as well as forecasting needed staff, equipment, materials and supplies.
12. Serves in the capacity of the Director of Public Health and Welfare in the absence of the Director.

IMPORTANT FUNCTIONS:

1. Attends workshops, conferences, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of principles, standards and laws relating to environmental health issues; supervisory methods and techniques; economic and sociological influences impacting community health and the environment; community resources and methods of assessment; statistical reasoning and research methodology; principles, problems and concerns relating to environmental and community health issues; computer applications for publications, report writing, data analysis and communications; and proficiency in the application of principles of epidemiology, communicable disease investigations and risk communications.

Abilities

Effectively lead and manage assigned program areas in the Public Health Department; plan, develop, and implement departmental policy; exercise discretion as well as sound, independent judgment regarding matters of significance; analyze situations and problems with a results oriented focus, resolve conflict effectively; identify and evaluate solutions, and effectively implement determined action; approach problem-solving creatively and with a team orientation; effectively prepare and present both written and verbal reports; present effective oral presentations; present an overall professional image; communicate effectively both verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Biological Science, Public Health, Nursing, Public Administration, Health Care Administration, Physical Sciences, or closely related field plus four years’ professional work experience in the field of public health, of which two years must be in public health administration. A Master’s degree in public health may be substituted for one year of required experience.

Physical Requirements

Performs bending, kneeling, sorting, twisting and reaching to both ground level and overhead; holds and grips objects; must be able to lift, push and pull up to approximately 30 pounds; must possess ability to operate computer keyboard and/or mouse.

Working Environment

Primarily indoor with heating and cooling regulated in a general office environment. Subject to extreme weather conditions during on-site inspections or surveys.

Licensing/Certification

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Miscellaneous Requirements

None.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 4609
Comments:	Updated Abilities	Date: June 10, 1996

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____