

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Chief Medical Officer</u>
Sch & Grade	<u>PAT-16</u>
Class Code	<u>BE20</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Health</u>

PRIMARY PURPOSE:

Serves as medical physician for the Springfield-Greene County Health Department. Plans and provides medical care for eligible persons, institutes preventive health care programs, and coordinates department activities related to personal and public health services.

SUPERVISION:

Under the general direction of the Director of Public Health and reports to the Maternal, Child & Family Health Program Administrator. Receives policy direction only; incumbent sets virtually all objectives and works independently. Provides supervision and direction for assigned medical staff.

DESCRIPTION OF WORK:

1. Directs and coordinates the medical activities of the Springfield-Greene County Health Department.
2. Examines, treats and prescribes medication for patients with physical illnesses or injuries.
3. Orders tests, analyses, and diagnostic images to provide information on patient's condition; analyzes findings of tests and of examination and diagnoses condition.
4. Prepares medical histories, records of care, treatment and progress of patients.
5. Confers and communicates with patients, families, and other physicians regarding diagnosis and treatment.
6. Provides medical expertise for all divisions of the department; serves as medical advisor to the Director.
7. Prepares required reports of activities.
8. Participates in emergency preparedness and response activities as needed.
9. Attends staff meetings.
10. May be assigned to work and/or travel to off-site locations.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, and other training programs for professional development purposes.
2. Ensures policies and recommendations are followed by staff in regards to clinic procedures and public health programs.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Must possess a thorough knowledge of medical practice for children and adults including appropriate diagnosis, treatment and referrals. Principles and practices of modern medicine including preventive medicine; principles and practices of Public Health; laws governing medical and nursing practices including local, state and federal Public Health laws and regulations.

Abilities

Effectively perform medical diagnosis and treatment; analyze and interpret medical and public health data; analyze complex situations accurately and adopt an effective course of action; exercise discretion and utilize sound, independent judgment regarding matters of significance; establish and maintain effective relationships with staff, patients, other professionals, and the general public; evaluate medical aspects of programs and recommend improvement; accurately assess medical and liability risk; follow oral and written instructions; present an overall professional image; interpret, write, and prepare clear and comprehensive reports that may include technical information; keep accurate records and charts; possess a strong attention to detail; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the 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 medical school.

Physical Requirements

May require prolonged standing or sitting as well as bending, turning, kneeling, sorting, twisting, and reaching to both ground level and overhead; holds and grips objects; must be able to lift, carry, push, and pull up to approximately 30 pounds; must be able to distinguish colors due to dealing with body fluids and certain screening tests. Must possess ability to operate a computer.

Working Environment

Primarily indoors in a medical clinic or office environment. May be exposed to symptomatic or asymptomatic individuals in cases of medical or public health emergencies; subject to safety hazards involved with working with needles and body fluids; possible exposure to disease due to contact with symptomatic and asymptomatic patients; subject to strong fumes and odors.

Licensing/Certification

Must be licensed to practice medicine in the State of Missouri. Must maintain certification in CPR.

Miscellaneous Requirements

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

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 4222
Comments:	Updated Abilities	Date: July 15, 1991

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:** _____