

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Director of Public Health &amp; Welfare</u>
Sch & Grade	<u>DHS-15 (Unclassified)</u>
Class Code	<u>AA20</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Department Head Series</u>

**PRIMARY PURPOSE:**

To plan, coordinate and manage public health system programs for the City of Springfield and Greene County.

**SUPERVISION:**

Under the general direction and supervision of the Assistant City Manager; supervises department professional, technical, and administrative support personnel both directly and indirectly.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Serves as the principal advisor to the City Manager, Assistant City Manager, and other City and County officials, as well as other departments on matters of public health. Confers as appropriate regarding Health Department policy, programs, and activities.
2. Plans, coordinates and directs a broad scope of public health programs for both the City and County. These programs include, but are not limited to: Disease control; sanitation, environmental, preventive, and clinical health services; community health education; community and environmental health assessments; and inspections. Interprets program objectives and develops local policy matters affecting work of the department.
3. Works closely with and establishes a cooperative working relationship with local, state, and federal agencies, institutions and numerous professional organizations in developing public health services.
4. Assures participation in and close monitoring of environmental health programs of the city and county.
5. Prepares and distributes reports and other informational materials; delivers lectures and confers with professional and community groups in areas interested in or affected by the programs of the department.
6. Exercises considerable contact with news media, various groups, and the general public including providing regular reports to the community regarding the status of health and environmental conditions of Springfield and Greene County.
7. Establishes and maintains appropriate collaborative and information-sharing associations with institutions of higher learning, all sectors of the medical profession, and community groups. Ensures departmental involvement in appropriate academic programs and community collaborations dealing with health and quality of life issues.
8. Plans and conducts educational campaigns to acquaint the public with methods of safeguarding personal health and protecting their living environment
9. Oversees departmental budget including planning, preparing, and administering.
10. Develops long-range planning for department policies and programs and works with appropriate staff on implementation plans.
11. Guides and directs a staff of professional, technical, and administrative support personnel including making selection decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
12. Serves as the City's Health representative for the Developer Issues Input Group (DIIG) and attends monthly meetings.
13. Monitors staff development and provides development to insure appropriate succession planning within the Department.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, seminars, workshops and other training for professional development purposes.
2. Utilizes computer software applications.
3. Develop and maintain working relationships with health professionals at the local, state, and federal level and others providing health services for the City and County.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

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

**Knowledge**

A thorough knowledge and understanding of the scientific and social elements of public health practice and shall have an understanding and skill in the principles of risk communication. Modern management principles and techniques.

**Abilities**

Effectively lead and manage health department activities as well as develop and plan appropriate health department policies, programs, and procedures; utilize sound, independent judgment; prepare and present clear and comprehensive written reports; effectively supervise and manage department personnel; communicate effectively both verbally and in writing including communicating controversial information appropriately; deal effectively and courteously with a wide variety of individuals and groups including City Council, city management, other departments, government agencies, state legislators, medical professionals and the general public; establish and maintain good internal and external working relationships; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s and department’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 Master’s Degree in Public Health, Public Administration (with an emphasis in health services administration), Health Services Management, or other master’s degree with a public health emphasis plus at least five years of experience in public health administration and management that includes supervisory responsibilities.

**Physical Requirements**

None required.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment. May be subject to extreme weather conditions during site visits. Possible exposure to environmental hazards or disease associated with public health working conditions.

**Licensing/Certification**

Graduation from a public health leadership institute and/or certification as a Local Public Health Administrator is preferred.

**Miscellaneous Requirements**

Must establish residency within the City limits of Springfield within six months of employment and maintain City residency throughout appointment.

<b>Last Revision:</b>	February 9, 2012	<b>GENERAL ORDINANCE NO.</b> 4222
<b>Comments:</b>	Updated Abilities	<b>Date:</b> July, 1991

<b>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.</b>	
<b>Signed:</b> _____	<b>Date:</b> _____