

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Health Program Administrator</u>
Sch. & Grade	<u>PAT-12</u>
Class Code	<u>AC09</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Series	<u>Health</u>

PRIMARY PURPOSE:

Leads and manages one of two program areas for the Springfield-Greene County Health Department. Program areas include *Maternal, Child, & Family Health*, which includes nursing; Women-Infant-Children (WIC), immunizations, school-based clinics, and primary care clinic; and *Community Planning & Epidemiology*, which includes bio-terrorism, clinical based communicable disease control (STD, AIDS), health data management and epidemiological services.

SUPERVISION:

Under the general supervision of the Assistant Director of Public Health. Supervises a wide range of professional, technical, and administrative support staff directly and indirectly for assigned program area.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and administers activities for an assigned program area which is either *Maternal, Child, & Family Health* or *Community Planning & Epidemiology*.
2. Serves as principal assistant to the Assistant Director of Public Health within program area assignment.
3. Leads, supervises, and directs assigned staff including evaluating their performance, providing clear goals and objectives, and providing training and development as appropriate.
4. Supervises and participates in the development, implementation, and analysis of health policy for Springfield and Greene County. Participates in the development, establishment and implementation of departmental policies for assigned program area including making recommendations and decisions as appropriate.
5. Serves as Health Department's representative to board and committee functions; attends meetings and serves as staff resource person to specified boards and committees.
6. Establishes and communicates clear goals and objectives for assigned program area, which is consistent with overall departmental goals, and promotes team efforts through a continuous quality improvement environment. As part of this process, serves as liaison in leading the community in a systematic and periodic process to identify community health priorities, improvement strategies and desired outcomes.
7. Plans, designs, coordinates, and executes assigned studies and research projects; oversees a data management system for collecting and maintaining assigned health data; assures the compilation of data and prepares reports regarding community health issues. Prepares and presents both formal and informal reports.
8. Consults with other departmental supervisors and with other personnel of the City, County, State and Federal Government, as well as private agencies on issues regarding community health improvement.
9. Promotes public and professional awareness of potential and real disease threats and other health conditions.
10. Manages and/or assists in the development and maintenance of Missouri State Health Department contracts or agreements that are received by the Springfield/Greene County Health Department.
11. Assists the Director and Assistant Director of the Springfield/Greene County Health Department in the daily operations of the Department as required.

IMPORTANT FUNCTIONS:

1. Travels to off-site locations for the purpose of conducting community research and planning.
2. Attends conferences, workshops and seminars 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, problems, standards, and concerns relating to community health issues; Economic and sociological influences impacting community health issues; community resources and methods of assessment; statistical reasoning and research methodology; computer applications for publications, report writing, data analysis, and communications. Is proficient in the application of principles of epidemiology, communicable disease investigations and risk communications, clinical based community health and maternal and/or child health programming depending on program area assignment.

Abilities

Utilize sound, independent judgment; utilize computer software applications such as data base, spreadsheet and desktop publishing; design, organize, conduct or coordinate scientific or technical studies; communicate effectively verbally and in writing; prepare and maintain required records and reports (including data analysis); prepare and present information at seminars and conferences as required; serves as a liaison; effectively and efficiently manage a comprehensive program of communicable disease control, epidemiology and state/national health alert system in a multi-county jurisdiction or manage a comprehensive maternal and child health program as well as clinical based primary care clinic; develop and direct assigned questionnaires to various agencies and individuals for purpose of collecting statistical information including applicable health and environmental laws and regulations, depending on program assignment. Deals effectively and courteously with associates, the general public, news media, and with various advisory boards; follow oral and written instructions; present an overall professional image; prepare clear and comprehensive reports; model and promote acceptance and respect for differences among employees and citizens; performs 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

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in Public Health, Nursing, Public Administration, Health Care Administration or closely related field plus four years professional experience in public health, with a strong background and understanding of data analysis, health education, report writing and principles of epidemiology, communicable disease control and/or maternal and child health. Specific program experience required is depending on program assignment. Two of the four years of required experience must be in a supervisory capacity. Master’s Degree in Public Health, Public Administration, Nursing, Health Care Administration or closely related field can be substituted for one year of required experience.

Physical Requirements

Must possess ability to operate computer keyboard and mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment. May be exposed to extreme weather conditions during on-site inspections or surveys; may be exposed to symptomatic or asymptomatic individuals in cases of medical or public health emergencies.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a vehicle in the course of performing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 4980
Comments:	Updated Abilities	Date: May 1, 2000

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:** _____