

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

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

PRIMARY PURPOSE:

Serves as medical physician for the Springfield-Greene County Health Department. Provides oversight for medical services of the department. Serves as the lead medical expert for the Director and all divisions of the department.

SUPERVISION:

Under the general direction of the Director of Public Health and reports to the Director's office. Receives policy direction only; incumbent leads the medical direction and decision-making.

DESCRIPTION OF WORK:

1. Serves as medical advisor to the Director.
2. Serves as the department's liaison to the medical community, in coordination with the Director.
3. Directs and provides oversight for the medical services of the Springfield-Greene County Health Department.
4. Develops and implements orders and care appropriate for all clinical services; provides interpretation, analysis, and guidance when appropriate.
5. Provides medical expertise for all divisions of the department acting as a partner with Health Program Administrators.
6. Regularly reviews clinical performance, preparing appropriate reports for other decision-makers and the public.
7. Ensures all healthcare regulations and safety standards are upheld. Informing and training staff as appropriate with changing practices.
8. Stays up-to-date on emerging health and public health issues, providing insight and solutions, as appropriate.
9. Consults with other department leaders and with other personnel of the City, County, State and Federal Government, as well as private agencies on issues regarding community health improvement.
10. Promotes public and professional awareness of potential and real disease threats and other health conditions.
11. Participates in emergency preparedness and response activities as needed.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, and other training programs for professional development and maintenance of board certification as a physician.
2. Represents an individual health viewpoint regarding the impact on public health issues.

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; 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, with a valid medical license in Missouri. Preferred qualifications include Board-Certified in primary care or infectious disease and a Master’s degree in Public Health, Health Administration, or any closely related field.

Physical Requirements

May require prolonged standing or sitting as well as bending, turning, kneeling, sorting, twisting, and reaching to both ground level and overhead; 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: March 6, 2019	GENERAL ORDINANCE NO. 4222
Updated: Primary Purpose, Supervision, Description of Work, Important Functions, Experience, Education, and Training, Physical Requirements	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: _____