



SAN JUAN COUNTY JOB DESCRIPTION

Job Title: Public Health Director	Step:
Department: Health Department	Grade:
Effective Date: November 2014	Safety Sensitive
Revision Date: June 2016	FLSA Status: Non-Exempt

General Purpose

Chief Executive and Administrative Officer of San Juan County Public Department.

Supervision Received

Works under the general direction of the San Juan County Administrator and is advised by the Public Health Board.

Essential Functions

- Promotes and protects the health and wellness of the people within the County.
- Reports to and receives policy direct from the local Public Health Board.
- Develops and proposes policies for board consideration.
- Advises the department with regard to policy development as those policies impact upon the mission, purpose and capacity of the local health department.
- Coordinates public health services in the County.
- Directs programs assigned by statute to the local health department, including administering and enforcing state and local health laws, regulation, and standards.
- Directs the investigation and control of diseases and conditions affecting public health. Including all aspects associated with epidemics, infection, communicable and other diseases.
- Makes periodic report to locally elected officials regarding health problems in the communities.
- Oversees proposed budget preparation. Presents the budget to the Public Health Board and the responsible body of elected officials for review and approval.
- Makes staffing decisions within the department including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.
- Makes maintenance and purchasing decisions for equipment, tools, and supplies within the department.
- Coordinates assignments with local health services providers, Medical Examiner, State Health Laboratory, division of the Department of Health, Family Health Services, Community Health Services, Department of Environmental Quality, and Department of Agriculture and Food.
- All other General Performance Standards for Local Health Department Administration as outlined by Utah Administrative Code R380-40-6 www.rules.utah.gov/publicat/code/r380-040.htm

Required Skills, Knowledge and Abilities

- Ability to maintain cooperative working relationships with those contacted in the course of work activities.

- Ability to communicate effectively verbally and in writing.
- Ability to maintain files, records, and reports.
- Knowledge of health laws and regulation affecting local health departments. Causes and methods of controlling epidemics, infectious, and communicable diseases and conditions affecting public health.
- Knowledge of modern office practices and procedures.
- Skill in word processing, spreadsheets, data processing, and basic programs.
- Skill in reading, writing and basic math.
- Ability to coordinate multiple tasks efficiently.
- Skill in analytical problem solving.
- Knowledge of and sensitivity to Native American culture and customs prevalent in the County.
- Ability to work with Navajo Nation, and Ute Mountain Ute Tribe in coordinating public health services.

Physical Demands

- Typically sit at a desk or table. Regularly walk, stand, or stoop. Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds.
- Use tools or equipment requiring a high degree of dexterity.
- Regularly drives a motor vehicle
- Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions

Work is performed in an office, library, computer room or other environmentally controlled room. Work potentially exposes incumbent to contagious or infectious diseases or hazardous chemicals. Work is occasionally performed outdoors in hot, cold, or inclement weather.

Education and Experience

As outlined in Utah Administrative Code R380-40-5. Local Health Officers

- (1)(a) A local health officer who is a physician shall:
- (i) be a graduate of a regularly chartered and legally constituted school of medicine or osteopathy;
 - (ii) be licensed to practice medicine in the state of Utah; and
 - (iii) be board certified in preventive medicine or in a primary care specialty.
- (b) A local health officer who is not a physician shall:
- (i) have successfully completed a master's degree in public health, nursing or other health discipline related to public health, public administration, or business administration from an accredited school; and
 - (ii) have at least five years of professional full-time experience in the practice of public health, of which at least three years were in a senior administrative capacity.

Licensing and Certification:

Incumbent must possess a valid State of Utah Driver's license.

***This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.