

**BLACK HAWK COUNTY**  
Job Description  
**PUBLIC HEALTH DIRECTOR**

**Position No:** 19-22-201-01  
**Job Title:** Public Health Director  
**Department:** Public Health  
**Salary:** GS-29  
**FLSA Status:** Exempt

**BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under general governing direction of the Black Hawk County Board of Health, institutes essential public health services to improve the health status of all persons in Black Hawk County. Functions as chief spokesperson for the Board of Health on public health issues. Collaborates with Board of Supervisors, Iowa Department of Public Health, grants, contracts, and third-party funders to secure resources. Provides leadership in promoting core functions, essential services and all relevant standards consistent with the Public Health Accreditation Board and accreditations of public health practice. Provides supervision and direction of department through subordinate managers and supervisors. Implements policies and is fiscally responsible to the Board; directs, through the managers/program personnel, community collaboratives, and other private and public entities, all aspects of public health. Fulfills services contracts for selected multi-county service areas. Coordinates communication to the public regarding current public health issues and the functions and services of the Department.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Establishes and maintains effective working relationships with groups and organizations, public health staff, co-workers, elected officials/department heads, union officials, colleagues, and the public, as well as a governing board, including persons representing widely divergent backgrounds, interests, and points of view.
- Receives input from management team to develop, present and monitor departmental budget; monitors processes and results of budget decisions to ensure fiscal responsibility; analyzes organizational and operational problems and develops timely and economical solutions.
- Develops, communicates, and implements a strategic vision for public health in Black Hawk County and the region and establish goals and objectives and assess progress toward achievement.
- Addresses issues of health equity and health issues unique to diverse and under-served populations including newcomers and minority groups.
- Acts as chief spokesperson; provides appropriate, accurate and timely methods for dissemination of public health information to individuals, organizations and the media; responds to client and public concerns effectively.
- Coordinates effective and sound application of appropriate disease surveillance methods throughout the county to diagnose and investigate communicable disease and environmental health public health threats; ensures processes and resources are in place to quickly address emergent situations; implements and provides oversight to principles of public health preparedness; responds effectively to public health emergencies.
- Understands political process and work within the established political system.
- Recruits, hires, trains, manages, evaluates, disciplines, and motivates staff in accordance with county employment policies and collective bargaining contracts; coordinates and delegates responsibility to administer various program components.
- Applies audit and compliance review processes to monitor the delivery and financial impact of all grants/funding tools administered throughout or by the Department, including Medicaid funding, State, and local sources.
- Comprehends, analyze, interprets, and explains public health laws, principles and practices.
- Other duties as assigned.

**SUPERVISION RECEIVED:**

- Administrative supervision is received from Board of Health members.

**SUPERVISION EXERCISED:**

- Administrative supervision is exercised over Public Health employees.

**KEY COMPETENCIES (TIER 3 LEVEL):**

This position is aligned with the current [Core Competencies for Public Health Professionals](#) published by The Council on Linkages between Academia and Public Health Practice.

- **Analytical and Assessment Skills**
- **Communication Skills**
- **Cultural Competency Skills**
- **Financial Planning and Management Skills**
- **Leadership and Systems Thinking Skills**

- **Policy Development and Program Planning Skills**
- **Community Dimensions of Practice Skills**
- **Public Health Sciences Skills**

#### **MINIMUM QUALIFICATIONS:**

- Master of Public Health (MPH) degree from an accredited college or university required.
- A minimum of 5 years of progressively responsible experience in the field of public health including 3 years in a managerial or senior-level leadership role overseeing complex processes across public health disciplines.
- Experience in Performance Management Public Health Accreditation, Quality Improvement, Strategic Planning, Community Health Improvement Planning, Communicable Disease follow up, Health Hazard Investigations, and Foodborne/Waterborne outbreaks preferred.
- National Incident Management System (NIMS) /Incident Command System (ICS) 100, 200, 300, 400, and 700.a certification within six (6) months of employment.
- CPR certification within four (4) months of employment
- Proficiency in recruitment, orientation, training, operational, evaluation, management, and supervision principles, methodologies, tools, and techniques.
- Proficiency in human relations, problem solving, conflict resolution, negotiation, decision making, critical and analytical thinking skills.
- Proficiency in team building, group facilitation, leadership, and development of supervisory trust and capacity within the Division, across the Department, and among community partners.
- Proficiency in the principles of mentoring, peer advising and coaching for public health workforce development.
- Exceptional communication skills including the ability to write speeches and articles for publication that conform to prescribed style and format and ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Experience in preparing and operating under a budget to ensure fiscal responsibility.
- Must be able to develop a vision for public health in the county and region.
- Must be able to establish and maintain effective working relationships with the Board of Health, various groups and organization, and individuals with widely-divergent backgrounds, interest and points of view.
- Must have valid Iowa driver's license and be insurable under the County's guidelines.
- Must be proficient in computer software applications including Microsoft Office and electronic mail.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.

- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job.
- Travel to and from field locations may subject worker to increased risk of driving hazards.
- Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous material, chemicals and animals.
- Position is in an indoor office setting and requires frequent use of office equipment such as computers, copies, fax machines, telephones.
- Position requires frequent use of hand, fingers, arms and near vision.
- Position requires substantial interaction/communication with other employees as well as the general public and department affiliates.
- Position requires occasional exposure to stressful situations.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Iowa Law.