

BRANCH DIRECTOR, HEALTHY COMMUNITIES
(Executive Management)

Definition

Under the direction of the Health Officer and Public Health Director, the Branch Director, Healthy Communities will be responsible for directing, planning, organizing, directing, coordinating and evaluating the County's Healthy Communities programs and functions under the Community Assessment, and Planning and Chronic Disease & Injury Prevention (CDIP) units. This includes overall responsibility for maintaining current data to assess the health of the population, as well as, addressing Chronic Disease and Injury Prevention, Nutrition & Obesity Prevention, Traffic Safety, and Tobacco Prevention within the Public Health Department.

Typical Management Responsibilities

- Direct, plan, organize, and coordinate the central administrative activities of healthy communities, including the management of programs and policies related to healthy people and communities;
- Participates as a member of the department executive team in the review and establishment of policies and procedures for carrying out the department's goals and objectives, and initiates changes in methods and procedures to improve service delivery;
- Prepares and recommends the annual branch budget, including review and analysis of budget requests, and the management of expenditures and revenues in accordance with departmental policy;
- Directs and leads the facilitation and subordinate managers in the complex development, maintenance and evaluation of programs along with stakeholders, to build consensus related to healthy communities;
- Directs complex studies pertaining to a variety of administrative and operational problems, and develops and implements effective solutions;
- Directs and manages policy tracking and health research projects related to healthy communities on behalf of the department;
- Represents the Public Health Director on matters related to departmental administrative functions with County departments and external entities to discuss matters pertaining to procedure and areas of responsibility and jurisdiction;
- Lead cross-organization collaboration to develop new programmatic opportunities in health, including drafting concept papers and developing funding proposal to support efforts;
- Evaluates and designs programs and activities or methods and initiates action for improvement for meeting department goals;
- Assists in the development areas of program formulation, implementation, evaluation, priorities and in policy development and interpretation relating to the assigned area of responsibility;
- Keeps abreast of new trends and developments related to the Branch activities;
- Selects and trains staff on departmental activities and procedures, evaluates staff performance and takes or recommends appropriate action;
- Establishes an appropriate organizational structure and delineates working level and relationships of personnel to carry out the Branch activities;

Employment Standards

Considerable education and experience, which demonstrates the ability to perform the typical management responsibilities and the possession of the knowledge and abilities, listed below.

Note: The knowledge, skills and abilities required to perform this function are normally acquired through attainment of a Bachelor's degree, from an accredited college or university in Public Health, Public or Business Administration, or a closely related field, and minimum of five (5) years recent management experience directing public health programs and operations.

Knowledge of:

- Principles and practices of public health and health care administration, organization, budget, management analysis, supervision, personnel management, employee relations, modern information systems applications, and organizational development;
- Financial and administrative problems common public health care operations;
- Legal requirements pertaining to contracts, compliance reporting and applicability of various laws pertaining to administration and management of health program functions;
- Community needs and resources related to public health;
- Principles and practices of epidemiology and community health planning;
- Federal and State laws, rules and regulations pertaining to public accounting and budgeting; and
- Principles and techniques of management analysis and organizational design necessary to formulate, implement and evaluate administrative policies and procedures.

Ability to:

- Plan, organize, manage, coordinate and evaluate the functions and staff of a division responsible for performing public health administration and operations;
- Develop work plans, set deadlines, prioritize assignments, and organize multiple projects and duties;
- Communicate effectively both verbally and in writing;
- Effectively analyze and evaluate complex financial, budgeting and administrative problems and implement effective solutions;
- Effectively manage, train, develop and motivate subordinate staff;
- Interpret and apply provisions of Federal, State and local legislation, rules and regulations pertinent to the administration of a public department/agency;
- Effectively represent the department before the Board of Supervisors, County Executive, the public, media and other entities and organizations; and
- Establish and maintain effective working relationships in a diverse work force and community;