



CLASS SPECIFICATION

Class Code: 60019180
Date Established: 07/2022
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: Exempt

DEPUTY DISTRICT HEALTH OFFICER

DEFINITION

Under administrative direction of the District Health Officer, provides organizational leadership, direction, and supervision to assigned divisions within the Health District; represents the Health District in dealings with various internal and external stakeholders; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree from an accredited college or university in public health, public administration, business administration or a closely related field and three years of management level experience in a public health, health, or human services agency to include experience with program development and assessment, program administration, fiscal management, and personnel management; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

This is a senior management position, exercising direct and indirect supervision over divisions made up of professional, paraprofessional and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, manage, and direct functions, programs, and activities across assigned divisions.

Serve as Acting District Health Officer in the District Health Officer's absence.

Implement policies, as directed by the District Board of Health and District Health Officer; monitor assigned divisions to ensure the efficient delivery of services, consistency with Health District practices, compliance with all applicable regulations, and adherence to Health District's strategic objectives.

Provide guidance and direction to division directors and staff on operational and management concerns, evaluate alternative solutions, and make appropriate recommendations.

Supervise division directors, which includes establishing performance standards, evaluating performance by linking accomplishments to the Health District's long-range plan, reviewing the efficiency of operations, administering discipline, and making hiring recommendations to the District Health Officer.

Develop and present recommendations to the District Health Officer on methods, policies, services, and programs aimed at improving public health and Health District operations in an efficient and cost-effective manner.

Contribute to the development of strategic plans and objectives, organizational strategy, and organizational culture for the Health District.

Assist the District Health Officer to engage and direct staff in support of the District Board of Health.

Participate in the analysis of legislative changes which may have an impact on Health District operations; serve as an advocate to promote the initiatives of the Health District.

Effectively represent the Health District in meetings with public officials, jurisdictional/agency representatives, private industry, and members of the general public to resolve problems, negotiate agreements and study potential changes which impact the Health District.

Research and analyze data, develop reports/presentations, make recommendations and present findings to the District Health Officer, District Board of Health, and various stakeholders.

Monitor and track public health trends and best practices; participate on various committees and task forces related to public health to advance the strategic goals of the Health District and District Board of Health.

Respond to citizen complaints and jurisdictional feedback, by gathering pertinent information and input for possible solutions, or referring to appropriate staff for corrective action.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Federal, state and local laws, statutes, regulations, policies and procedures pertaining to the operations of the Health District.

Organizational structure of the Health District and Washoe County government.

Specific services, functions, and operations of assigned divisions.

Community organizations, local government agencies, and various internal and external stakeholders to the Health District.

Computer software and management information systems specific to the Health District.

Ability to:

Plan, coordinate, and direct the operations of assigned divisions to accomplish established goals and maximize efficiency.

Effectively represent the interests and initiatives of the Health District in various public forums.

Evaluate operational problems or situations; develop sound conclusions; make effective decisions and/or recommendations.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of management, supervision, and organizational theory.

Principles and practices of program planning, implementation, and administration.

Principles and practices of public administration; including budgeting, staffing, and organization.

Local government operations, organization, functions, and practices.

Ability to:

Supervise and direct personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Coordinate across divisions or other groups to improve function or communication.

Analyze operational issues, identify and develop innovative and creative solutions, project consequences of proposed actions, and implement recommendations in support of long-term objectives.

Develop comprehensive reports, correspondence, and other written documentation.

Deliver effective written and verbal presentations to the District Board of Health, other agencies, staff, and the general public.

Interpret and apply the provisions of laws, codes, and complex legal documents.

Exercise high degree of independent judgment, integrity, diplomacy, and tact.

Communicate effectively, orally, and in writing.

Build consensus; establish and maintain trust and confidence with both internal and external stakeholders.

Maintain effective working relationships with department heads, staff, elected officials, employees, community stakeholders and partners, and all those contacted in the course of work.

Effectively represent the Health District to department heads, staff, elected officials, employees and all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

May be required to attend meetings outside of normal working hours.

Ability to work in a professional office environment; ability to operate office equipment including computers, telephones, calculators, copiers, and FAX machines.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.