

# Health Officer

## Position Description



### Status

Full-Time, Nonexempt

### Compensation

D63

### Bargaining Unit

N/A

### Reports to

County Administrator

### Supervises

Public Health Service Area Team Members

### Position Category

Executive Director

### Summary

This position manages and provides leadership over all programs, budgets and team members in the County's Public Health Service sector. Plans, develops, administers, and implements policies/services within the service area while assuring all actions align with the County's strategic direction objectives. Collaborates with other sectors of the county as appropriate to improve the health and wellbeing of county residents. Adheres to all applicable law and specifically carries out the duties of Health Officer, including the Michigan Public Health Code and any local regulation approved by the Local Governing Entity (LGE).

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Directs, communicates and monitors budgeting, financial management, personnel management, strategic direction, continuous quality improvement and program services.
2. At least quarterly, reports to the LGE on the activities of the local health department during the most recently concluded quarter, provides a forecast of activities for the quarter ahead and any anticipated public health situations in the year ahead.
3. Plans, evaluates, implements, and provides leadership to quality public health programs.
4. Communicates and collaborates with other sectors of the community to align resources, address public health issues, legislative issues, disease reports, program changes for services and develop policies.
5. Promotes health in all policies and with other sectors, laws, financial reports and related items.
6. Participates in negotiation and administration of contracts for services, procurement of contracts and state and federal contracts.

7. Communicates and enforces Authority of Michigan Public Laws, Allegan County Water and Sewer Regulations and any other regulations in order to mitigate negative impact on human health.
8. Ensures appropriate and timely communications are shared with the public and all stakeholders regarding public health issues.
9. Acts as the County's HIPAA Privacy Officer for the Public Health Service sector to ensure that applicable federal privacy and confidentiality laws are upheld.
10. Provides training, direction and consultation in the investigation of communicable disease outbreaks, environmental health hazards, and other public health emergencies.
11. Acts as official county representative at various meetings; acts as member and/or advisor for various boards, committees, commissions and organizations.
12. In cooperation with Human Resources, makes hiring, termination and disciplinary decisions; provides counseling, re-training and performance improvement plans in accordance with human resource policies and practices.

## Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving
- The 10 Essential Public Health Services
- Public Health Core Competencies

## Supervisory Responsibility

This position has direct supervisory responsibilities.

## Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. There is travel for this role due to the meetings that

are in different locations. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

**Travel**

Travel is required to access County buildings and other locations both locally and regionally.

**Required Education and Experience**

1. Master’s degree in public health or related field.
2. Five (5) years of progressively responsible experience in public health administration.
3. Five (5) years of organizational development/strategic planning.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_