

# COOS COUNTY JOB ANNOUNCEMENT

## Public Health Director / Public Health Administrator Coos Health & Wellness

\$7,685 - \$9,350 per month  
\$92,220 - \$112,200 per year

Position requires a valid driver's license and will be subject to DMV's ARS Reporting.  
Selected candidate will be subject to a background check.

**DEPARTMENT:** COOS HEALTH & WELLNESS

**GENERAL STATEMENT OF DUTIES:** Please refer to the attached position description.

**APPLICATION PROCEDURE:** Coos County Application **REQUIRED**.

**Apply to:** Coos County Human Resources Department, Courthouse

**By mail:** 225 N Adams  
Coquille, OR 97423

**By fax:** (541) 396-1012

**By email:** humanresources@co.coos.or.us

**CLOSING DATE:** **Open Until Filled**

**\*\*Coos County is an Equal Opportunity Employer\*\***

**Posted:** Coquille Courthouse  
CHW Building  
Indeed.com

Email All Coos County Employees  
County Website

**NOTE:** Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

## DESCRIPTION OF POSITION

Revision Date: 6/20/2023

1.	Current Classification Title: Public Health Administrator
2.	Working Title: Public Health Director
3.	Department: Coos Health & Wellness
4.	Pay Grade & Range: 819 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> _____ Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.	<b>What is the purpose of this position?</b> Responsible for all operations, programs, budget, and staff of the Public Health Division under Coos Health & Wellness with an end goal of protecting and improving the health of the community. Also serves as the local Public Health Administrator responsible for supervising the activities of the local Public Health Authority and duties as set out under ORS 431.418, 431.413 (powers and duties of LPHAs), ORS 431A.010 (power of OHA and local public health administrators to enforce public health laws).
6.	<b>Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.</b> <ul style="list-style-type: none"><li>• Analytical/Assessment<ul style="list-style-type: none"><li>○ Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information to facilitate the department in meeting its service goals and business practices.</li><li>○ Assesses assets and resources that can be used for improving the health of a community.</li><li>○ Makes evidence-based decisions in planning population health services.</li></ul></li><li>• Policy Development/Program Planning:<ul style="list-style-type: none"><li>○ Monitors program and contracted services to ensure compliance with statutory responsibilities, state administrative rules, and state program assurances for nursing practice, agency licensing, public health and environmental health.</li><li>○ Promotes and supports quality improvement that provides quality professional practice, meets clients and service outcomes, meet state, federal and grantor standards, and complies with Oregon Revised Statutes and Oregon Administrative Rules, and County ordinances, policies and rules.</li><li>○ Consults with individuals, groups and agencies to assess community service needs for public health. Reviews consumer usage of existing services. Meets with Coos Health &amp; Wellness Director, state agencies, associations and councils to acquire information and represents Coos County in policy matters.</li><li>○ Selects and ensures implementation of policies, programs, and services is consistent with laws and regulations.</li><li>○ Ensures the evaluation of policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment).</li><li>○ Responds to complaints of questions about services provided to clients of County public health programs.</li><li>○ Adopts, implements, monitors, evaluates and modifies as necessary a local public health modernization plan.</li></ul></li><li>• Communication:<ul style="list-style-type: none"><li>○ Ensures that the organization seeks input from other organizations and individuals (e.g., chambers of commerce, religious organizations, schools, social service organizations, hospitals, government, community-based organizations, various populations served) for improving the health of a community.</li></ul></li></ul>

## DESCRIPTION OF POSITION

- Communicates the roles of governmental public health, health care, and other partners in improving the health of a community.
- Cultural Competency:
  - Advocates for the diversity of individuals and populations being addressed in policies, programs, and services that affect the health of a community.
- Financial Planning and Management:
  - Works with the Financial Director of Coos Health & Wellness to ensure and manage the programs budget to control expenditures and maximize revenues.
  - Engages governmental agencies with authority to address specific community health
- Leadership and Systems Thinking:
  - Collaborates with individuals and organizations in developing a vision for a healthy community (e.g. emphasis on prevention, health equity for all, excellence and innovation).
- Other duties as assigned: (Not an exhaustive list)
  - Participates in all aspects of preparedness including classes and drills, as well as federally required Incident Command Training and may act as the Agency Incident Commander in the event of a public health emergency.
  - Participates as a voting member of the State Conference of Local Health Officials (CLHO).
  - Serves as an ex officio member of some community committees and boards.

### 7. Supervision

1. This position works under the general supervision of the Coos Health & Wellness Director of Coos County.
2. This position provides general administrative direction of all professional, paraprofessional staff of the Coos County Public Health Program.

### 8. Working conditions of position.

Usual schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m., with occasional evening and weekend public health events or emergencies as directed and approved. May respond to calls 24/7 for communicable disease or other emergencies. Periodic travel to educational seminars and training, some overnight. Requires some lifting, bending, standing or sitting for lengths of time.

### 9. List required special skills, licenses, certificates, etc.

To successfully perform this job, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Knowledge:

- Expert knowledge of the philosophies, principles and practices of public health including and in-depth understanding of epidemiology, community health education and promotion, medical clinic operations, and maternal/child health.
- Thorough knowledge of statutes and administrative rules which govern community health operations as well as those which define public health.
- Considerable knowledge of administrative principles associated with budgeting, employee supervision, personnel management and program planning.
- Ability to supervise and train professional staff and paraprofessional personnel; effectively utilize consultation and team approaches on program assessment, development and management; develop and maintain effective working relationships with staff, agency personnel and the public.

## DESCRIPTION OF POSITION

- Skill and knowledge in writing comprehensive annual program and plans.
- Understanding and management of health care management and administrative practices, a thorough working knowledge of Oregon Public Health Law and Administrative Rules, and accompanying policies and procedures, , emergency preparedness and incident command principles.
- Ability to develop programs through assessment, planning, implementation, and evaluation.
- Knowledge of communicable diseases and experience and training.
- Must have or must obtain Incident Command Systems 300 and 400 certifications at time of hire or within 12 months of start date. Education or experience in emergency response, patient care, or incident command role preferred.

### **Education and/or experience:**

Master's degree (preferred) in public health, nursing, or related field, or a bachelor's degree PLUS graduate level courses in biostatistics, epidemiology, environmental health, health services administration, and social and behavioral sciences relevant to public health problems. Five years of progressively responsible experience in a community/public health environment, including both administrative and supervisory experience.

### **Additional Abilities:**

- Must be able to accept supervision and adhere to County and Department policies.
- Must comply with professional ethics, rules of conduct and confidentiality, and privacy laws.
- Must be able to establish and maintain harmonious working relationships with other employees and maintain effective interpersonal relationships with co-workers, subordinates and other agencies.
- Must have ability to represent the highest public image of the Coos Health & Wellness Department. Must maintain a positive attitude and represent the County and the Department in the community in a positive manner.

10. **Is operation of motor vehicle required?** Yes  No

11. **List equipment, tools, machines used in performance of duties.**

Skilled in use of current computer and software technology, telephone, copy machine, fax and other general office machines such as personal computer, laptop, typewriter, calculator, recording equipment, overhead projector, Zoom. Should be familiar with Basecamp, Microsoft Word, Excel, and Access.