

# **ASSISTANT HEALTH DIRECTOR HEALTH DEPARTMENT**

## **General Statement of Duties**

The primary purpose of the Caldwell County Health Department is to deliver public health services in Caldwell County.

The primary purpose of the Assistant Health Director is to direct and supervise the financial activities of a multi-program health department. Assists the Health Director in policy implementation, special projects and personnel administration activities. Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations. Oversees the department's division director(s), which includes assessing needs; establishing operating objectives; reviewing personnel decisions; and providing technical guidance

Responsible for ensuring a safe work place and environment for all assigned personnel coordinating activities utilizing the resources available through the County's safety program.

Public Health is a first responder agency for natural disasters (e.g. hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g. influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. This position, like all other positions within the Department may be required to participate in any emergency response activities as deemed necessary by the Health Director or his/her designee. Availability during emergencies and exercises is required.

## **Examples of Duties Performed**

- Assists with preparation of the annual budget and submission to the NC Department of Health and Human Services (DHHS) with appropriate signatures in a timely manner following approval by the board of health and county commissioners
- Oversees and directs divisions within the health department.
- Assists with preparation of Consolidated Agreement and addenda with established program objectives
- Assists with the establishment of fee schedules, meeting DHHS guidelines and obtains approval of board of health and county commissioners
- Prepares and submits monthly expenditure reports to DHHS
- Prepares and submits budget revisions to county manager, county commissioners, and DHHS for approval
- Prepares in-house monthly financial reports
- Provides direct supervision to the Accounting Specialist 1 and Preparedness Coordinator.
- Oversees the development of budgets, purchasing of supplies and equipment, maintenance of asset inventory and assists in the completion of require reporting requirements for money received for any preparedness event.
- Serves as HIPAA Coordinator
- Oversees and coordinates all aspects of physical plant maintenance and housekeeping.

- Serves on the department's management team
- Serves as Incident Commander for all Preparedness Events within the Caldwell County Health Department's Incident Command Structure in the absence of the Health Director.

## **Recruitment Standards**

### **Knowledge, Skills and Abilities**

Considerable knowledge of local government accounting principles and procedures; of modern office practices and equipment; and of personnel policies and procedures. Knowledge of public health policies and procedures. Knowledge of public health laws.

Ability to exercise independent judgment; to effectively supervise and direct the work of subordinates; and to communicate effectively.

### **Minimum Education and Experience**

A master's degree in public health administration and at least one year of employment experience in health programs or health services; or a master's degree in a public health discipline other than public health administration and at least two years of employment experience in health programs or health services; or a master's degree in public administration and at least two years experience in health programs or health services; or graduation from an accredited four-year college or university and four years experience in a human service field, two of which must have been a health related program with at least one year in a supervisory or administrative capacity; or an equivalent combination of education and experience.

Incident Command System (ICS) Certification.