

# **PUBLIC 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 Local Health Director is responsible for studying and evaluating the health status of Caldwell County residents; planning, implementing, and directing the public health programs; and enforcing the rules and regulations designed to improve that health status. The Health Director functions under the guidance of the Caldwell County Board of Health with powers and duties as delineated in GS 130A-41.

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 determines necessity of staff to report for duty during a preparedness event. Availability during emergencies and exercises is required.

## **Examples of Duties Performed**

- Prepares annual budget and submits 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
- Submits monthly expenditure reports to DHHS
- Submits budget revisions to county manager, county commissioners, and DHHS for approval
- Submits Consolidated Agreement and addenda with established program objectives
- Establishes fee schedule, meeting DHHS guidelines and obtains approval of board of health and county commissioners
- Maintains employee time records in program activity for each employee and established method of distributing administrative time to program activity and/or general budget
- Conducts Community Assessment study for long range planning and submits same to DHHS, board of health, county commissioners, etc.
- Meets with program managers routinely for review and making revisions in programs, staffing and budget when necessary as well as for updates in program activities, problems, ect.
- Carries out personnel actions as required by local and state personnel policies, complying with civil rights, equal opportunity and affirmative action mandates
- Establishes and maintains performance assessment procedures
- Designs or causes to be designed programs mandated by the state of North Carolina as well as programs to meet special needs of the community
- Enforces designated rules and regulations
- Establishes and maintains standards for confidentiality and quality assurance

- Serves as liaison with numerous other health related and social service agencies and groups
- Enters into contracts with private providers and other agencies for provision of services
- Seeks out funding sources and submits grant requests
- 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.

## **Recruitment Standards**

### Knowledge, Skills and Abilities

Considerable knowledge of public health laws, rules and regulations. In depth knowledge of office administration and management including personnel policies, procedures, and the budget process. Ability to motivate. Good communication and public speaking skills. Good physical health and a valid NC state driver's license.

### 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 three years of employment experience in health programs or health services; or a master's degree in public administration and at least two years of experience in health programs or health services.