

**SAN JUAN BASIN PUBLIC HEALTH
CLASS SPECIFICATION**

Director

<u>JOB FAMILY</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Management	D61/D62	Exempt

<p><u>CLASS SUMMARY:</u></p> <p>This class is the first level in a three-level Management Series. Incumbents oversee divisions and execute the process and projects of the division. Incumbents are responsible for the management of functions and budget associated with an assigned unit/designated programs; are responsible for the supervision of professional, technical and/or administrative support staff assigned to the unit; ensure implementation of policies and procedures; ensure compliance; seek resources to support assigned programs; develop division goals and objectives; evaluate programs and activities; coordinate with external agencies; and serve as the subject matter expert in assigned area. Incumbents supervise staff including conducting performance evaluations; coordinating training; and implementing hiring, discipline and termination procedures.</p>
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<p><u>ESSENTIAL DUTIES:</u></p> <p><i>This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of SJBPH.</i></p>
Supervises staff including conducting performance evaluations; coordinating training; and implementing hiring, discipline and termination procedures.
Manages the functions of an assigned unit/designated program, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or services. Ensures compliance with applicable laws, regulations, policies, and/or standards.
Serves as the subject matter expert and liaison with internal departments, agencies, program stakeholders and other external organizations, groups and representatives. Represents the Department at a variety of meetings, public events, on committees, and/or other related events regarding services and programs.
Researches, reviews, interprets, analyzes and prepares a variety of information, data, and reports; recommends and implements policies and procedures to improve operational effectiveness and enhancements to services or programs.
Manages assigned budget(s) and provides input to the annual budget development process; prepares cost estimates and budget recommendations; monitors, administers and controls budget allocation and authorizes expenditures; and may seek funding or revenue development opportunities.
Plans and develops division goals and objectives; coordinates the implementation of programs and services with external agencies.
Drives and maintains the ability to operate a motor vehicle as required in the provision of assigned duties.
Performs other duties of a similar nature and level as assigned.

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Public Health Innovation may be responsible for:

- Determining assessment methodologies and directing program and demographic data collection, interpretation and reporting;
- Determining community health status, public health system capacity needs, health risks of targeted populations; and emerging public health issues;
- Researching evidence-based strategies to improve community and environmental health and lead toward the development of a local public health improvement plan;
- Seeking outside funding to maintain, expand, or establish the means to effectively execute agency-related strategies and objectives.
- Representing San Juan Basin Public Health in a variety of community groups, agencies and professional organizations and promotes inter-entity collaboration to achieve strategic goals and objectives. Establishing and maintaining liaison with other state, federal, county, city and county jurisdictions; legislative bodies, voluntary groups and individuals.
- Identifying existing and potential environmental and public health risks in collaboration with local, state, and federal organizations and developing appropriate strategies. Collaborating with other leaders within San Juan Basin Public Health and our community to support and improve the health and environment of our community.
- Promoting innovation, critical thinking, clear communications, and responsible decision-making throughout agency.
- Leading San Juan Basin Public Health Staff and teams through quality assurance and quality improvement initiatives.

Positions assigned to Communications may be responsible for:

- Oversees all Communications functions for organization;
- Establishes and implements annual strategic health (internal and external) communication and marketing plan for SJBPH programming and activities, with an emphasis on building the SJBPH brand;
- Crafts and distributes external communications messages (public service announcements, media releases, etc.) as they are needed. Works with community partners on common external communications messages.
- Serve as Lead Public Information Officer;
- Responding to Colorado Open Records Act (CORA) requests;
- Preparing and overseeing the distribution of the organization's Annual Report; and
- Communicating with funding organizations and seeking funding sources.

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Positions assigned to Environmental Health may be responsible for:

- Directing the identification, investigation, and response to community environmental health concerns in collaboration with external agencies;
- Implementing plans and initiatives targeting the reduction of environmental health risks and the enhancement of environmental sustainability;
- Directing the bacteriological water laboratory ensuring regulatory compliance;
- Ensuring that contractual obligations for environmental services (e.g. childcare and school inspections, consumer protection, radon awareness, waste tire inspections, etc.) are met.;;
- Ensuring the implementation of corrective actions, hazardous materials cleanup and hazardous product control in the event of environmental health emergencies;
- Administering the Onsite Wastewater Treatment regulatory program

Positions assigned to Prevention and Population Health may be responsible for:

- Functioning as a liaison between the Division and accounting staff regarding issues such as billing, management of budgets, and intra-agency communication concerning grants;
- Participating in strategic planning, community health assessment, needs identification process and community capacity development;
- Leading agency-wide initiatives outside of an individual service or program

Positions assigned to Clinical and Emergency Preparedness Services may be responsible for:

- Function as Liaison between the Division and accounting staff regarding issues such as billing, management of budgets, and communication around grants;
- Working with state and regional partners to oversee implementation of the public health emergency preparedness contract (PHEP);
- Developing, sustaining, and improving upon public health surveillance and epidemiological investigation systems and processes at the local level in Colorado.
- Work to increase organizational capacity across the agency with an emphasis on epidemiology, family planning and immunization services, and emergency preparedness;
- Implementing plans and initiatives targeting the prevention of communicable diseases, increasing STI screening rates, and increasing LARC availability;
- Assist with patients in Sexual Health and Immunization clinic as needed within the appropriate scope of clinical practice.

Positions assigned to Planning and Performance may be responsible for:

- Providing expertise, capability development, and leadership to the agency in support of overall organizational effectiveness, organizational change initiatives, strategic plan execution, and organizational architecture;
- Conducting a range of activities to assess, analyze, critique and improve current processes and measure performance against standards (QA/QI);
- Leading the agency-wide effort for accreditation of the agency and/or individual components (such as PHEP or EH);
- Functioning as the Clerk to the Board of Health;

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- Assisting teams in translating the Public Health Improvement Plan into annual work plans;
- Developing a set of tools for communicating data in a digestible format;
- Promoting innovation, critical thinking, clear communications and responsible decision-making throughout the agency

Positions assigned as Liaison Officer may be responsible for:

- Establishing liaison counterparts at partner agencies and relays appropriate information to partner agencies on behalf of SJBPH and relays appropriate information back to SJBPH on behalf of the partner agencies – identifying issues and potential problems and developing collaborative solutions
- Coordinating regional incident policy group with elected officials, top administrators, law enforcement, attorneys, representatives from school districts, State agencies, federal legislative reps, and tribes
- Attending community work group or committee meetings to develop community-wide strategies for disease containment
- Tracking and maintaining familiarity with public health statutes, public health orders, advisories, and executive orders and related technical guidance
- Serving as Deputy Clerk to the Board

TRAINING AND EXPERIENCE:

Bachelor's degree in a related field and seven years of experience related to area of assignment including two years of supervisory experience.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

- Depending upon assignment:
 - **Director of Public Health Innovation-** High level grant writing knowledge and experience.

LICENSING/CERTIFICATIONS:

- Valid Colorado Driver's License.
- Depending upon assignment:
 - **Director of Clinical and Emergency Preparedness Services-** License/Certifications as medical professional including: Licensed as a Registered Nurse in the State of Colorado, Registration as an Advanced Practice Nurse, certified as a Physician's Assistant, or Licensed as a Medical Doctor.

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WAGE SCALE RANGE:

- \$33.34-\$50.02 (D61)
- \$35.46-\$53.20 (D62)

KNOWLEDGE OF:

- Supervisory principles, practices and techniques.
- Practices and methods of coaching and leading the work of others.
- Public health administration principles.
- Business methods, principles and practices.
- Principles and practices of budget development and administration.
- Best practices, trends and emerging technologies.
- Principles and practices of intergovernmental relations.
- Principles and practices of group facilitation and building consensus.
- Principles and techniques of effective oral presentations.
- Applicable federal, state and local laws, codes, regulations (based on assignment).
- Customer service principles.
- Applicable Governmental Accounting Standards Board pronouncements (based on assignment).
- Grants and contracts management practices (based on assignment).
- Records management principles (based on assignment).
- Specialized equipment relevant to area of assignment.
- Modern office technology.
- Health Insurance Portability and Accountability Act.

SKILL IN:

- Supervising and evaluating staff performance.
- Training, coaching and overseeing the development of staff.
- Planning, coordinating and implementing programs and processes.
- Providing direction to others in order to meet standards.
- Providing program and functional management in alignment with organizational strategies and goals.
- Managing budgets and allocating resources to achieve strategic objectives.
- Exercising political acumen, tact and diplomacy.
- Facilitating effective collaboration.
- Public speaking.
- Overseeing the implementation and adherence to quality assurance and standards.
- Reviewing research and implementing industry trends, solutions and best practices.
- Interpreting and applying applicable laws, codes, regulations and standards (based on assignment).
- Providing customer service.
- Utilizing a computer and relevant software applications.
- Utilizing communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require reaching, standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects including the human body. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work, and the worker sits most of the time, the job is rated for light work.

Working Conditions:

Work is performed in both the field and in an indoor office environment with moderate exposure to atmospheric conditions (such as fumes, odors, dusts, gases, poor ventilation, etc.); and moderate exposure to extreme temperatures, and travel.

Emergency Preparedness:

Must participate from time to time in Disaster Preparedness and emergency events.

NOTE:

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

CLASS HISTORY INFORMATION:

- Date: (04/2017)
- Added wage pay range (05/2019)
- Removed HR Director (6/2019)
- Added Public Health Innovation and EPR/CD/Clinic specific job duties, experience and training, certifications and licensing (7/2019)
- Added Planning and Performance specific job duties (11/2019)
- Updated Environmental Health Title (12/2019)
- Added Liaison Officer job specific duties (8/2020)

Approved by:

(Supervisor – Signature)	(Title)	(Date)

Reviewed by:

(Human Resource Director – Signature)	(Title)	(Date)

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Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with San Juan Basin Public Health is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of San Juan Basin Public Health. Further, all San Juan Basin Public Health employees understand and acknowledge that any loss of funding to SJBPH may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with San Juan Basin Public Health policies, procedures, rules and regulations.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)