



## CLASS SPECIFICATION

Class Code: 9304  
Date Est: 10/1973  
Last Rev: 12/2015  
Last Title Chg:  
FLSA: Exempt

### DISTRICT HEALTH OFFICER

#### **DEFINITION**

Under administrative direction, serves as the Chief Executive Officer of the Washoe County Health District; plans, organize, directs, manages and supervises Public Health programs for Washoe County; directs the enforcement of Federal, State and local health laws and regulations; directs staff in providing Public Health education programs; represents District activities, programs, and services with community organizations and other government agencies; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Equivalent to graduation from an accredited college or university with a Master's Degree in Public Health, or a closely related field, and three years of experience in the development, analysis, and administration of public health programs and services, including experience in an administrative or supervisory position involving program development, fiscal management, and personnel management; OR an equivalent combination of training and experience.

#### **SUPERVISION EXERCISED**

This is a full supervisory, management, and department head classification for the County Public Health programs and functions.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, direct, coordinate and administer Public Health programs for the County.

Develop and interpret administrative policies regarding the administration of Public Health functions and activities and the enforcement of Public Health laws and regulations.

Develop and recommend Health District goals, objectives and policies.

Prepare and administer the District's budgets, controlling fiscal expenditures and revenues.

Coordinate District programs and functions with state and federal programs and other departments and agencies.

Hire, direct and supervise division directors, administrative staff and other employees of the District in accordance with County Personnel Rules.

Provide direction and develop polices for clinics and the control and prevention of communicable diseases through protocol development.

Plan and develop new program efforts.

Initiate appropriate epidemiological investigations of communicable disease outbreaks.

Negotiate and sign executive agreements or contracts with other government agencies and community organizations.

Develop and administer grants and contracts.

Interpret Public Health programs and policies for interested groups and the general public.

Direct the preparation of and provide reports to the District Board of Health, State Board of Health, Washoe County Manager and other interested parties.

Serve as a liaison with those groups and agencies whose activities impact on the health needs of the Washoe County community.

Maintain contact with the press and community organizations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Departmental/division policies and procedures.

Countywide personnel policies such as Affirmative Action, sexual harassment, discrimination and EEO.

Washoe County Public Health Programs functions and purposes.

Community resources and other social and health agencies and functions as related to the Washoe County Health District.

#### **Ability to:**

Supervise personnel, including training, assigning, and reviewing work, administering discipline and conducting performance evaluations.

Plan, coordinate and direct the operations of the Public Health District to accomplish established goals and objectives and optimize efficiency.

Identify work methods and procedures that promote a safe working environment for employees and others and train staff in same.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Program planning and development.

Principles, techniques and practices of business and Public Health administration.

Principles of medical science and their application to County Public Health programs.

Public Health problems and issues and their relationship to the development and operations of Public Health programs and services.

Federal, state and county laws and regulations applicable to Public Health programs and communicable disease control.

Causes, means of transmission, and method of control of communicable diseases, including sexually transmitted diseases, AIDS and tuberculosis.

Public personnel management.

Community public health problems and issues and their relationship to the development and operations of public programs and services.

Principles and techniques of effective employee supervision, training and development.

Research techniques and procedures.

Budget development and expenditure control.

Principles of grant administration.

**Ability to:**

Plan, organize, supervise and administer the functions and programs of a County Public Health Department.

Ensure proper enforcement of Public Health statutes, laws and regulations.

Develop, organize, analyze and interpret statistical data.

Develop and administer a budget and control expenditures.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Interpret and apply regulations, policies and procedures.

Communicate effectively both orally and in writing.

Effectively represent the Public Health District in contacts with the public, community organizations and other government agencies.

**SPECIAL REQUIREMENTS**

*(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Normal manual dexterity and eye-hand coordination. Ability to lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication ability. Ability to use office equipment, laboratory, and health related equipment. Work is performed in an office or clinic environment. Exposure to communicable diseases. Continuous contact with staff and the public.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*