CLASS SPECIFICATION

DIRECTOR OF PROGRAMS AND PROJECTS

DEFINITION

Under administrative direction, provides leadership and delivery of Washoe County Health District programs, services and project initiatives that are cross-functional in nature and implemented using resources from multiple divisions; participates as a key advisor to the District Health Officer as a member of the leadership team; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor’s degree from an accredited college or university in Business or Public Administration, Public Health, Environmental and Health Sciences or a closely related field such as Health Ecology, plus six years of full-time experience in program management and administration in a public health agency, clinic or hospital, to include at least three years of supervisory experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over professional, paraprofessional and support staff from across the District.

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

Assist in the development of Community Health Needs Assessments and Community Health Improvement Plans by engaging and working with diverse organizations in the community to collaboratively identify and address public health needs and objectives, and work with other division directors to effectively deploy District resources to meet those objectives.

Establish the objectives, policies, organizational structure and operating model for the programs and initiatives of the Office of the District Health Officer; lead programs and projects teams in the achievement of those objectives.

Develop, facilitate and support the implementation of organization-wide efforts to ensure that performance management and quality improvement programs are managed using a data-driven focus that sets priorities for improvements aligned to ongoing strategic imperatives.

Provide leadership and coordination for improving the organization’s core public health functions; identify and evaluate the progress and impacts of Community Health Improvement Projects and Initiatives, develop sound conclusions, and make effective decisions and/or recommendations.

Develop, communicate and implement policies and protocols for inter-divisional programs and services by collaborating with other members of the District’s leadership team and other staff; implement and evaluate plans, policies and approaches as needed to maximize the effectiveness of the cross-functional initiatives.

Assist with the development and implementation of performance metrics, quality standards and reporting of performance of District programs, projects and services.
Support and provide leadership for a culture of quality within the Health District by encouraging teamwork, collaboration, innovation and use of quality improvement tools.

Make presentations and represent the Health District and the Office of the District Health Officer in various public forums such as community meetings, workshops, special events, and County Commission, City Council and Board of Health meetings in a manner which enhances the image and effectiveness of the District and supports strategic goals.

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:**
Laws, ordinances, codes and regulations governing the District Health Department’s services, programs and functions.

Departmental and countywide policies and procedures including personnel and management policies.

Principles and practices of management and supervision including administration, project and program planning, implementation, policy development, analysis and evaluation.

Knowledge of public health functions and Essential Public Health Services, public health organizations and programs.

Principles of budget preparation, fiscal accounting and Washoe County’s budget processes.

Provisions of applicable collective bargaining agreements.

Computer software specific to the work of the District/division.

**Ability to:**
Prepare policy analysis, including interpreting statistics and evaluating research studies, and comprehensive reports related to public health issues.

Interpret, understand and apply codes, policies, technical reports, statutes, rules and regulations.

Plan, design and evaluate public health program initiatives.

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

Develop and administer cross-functional program and project scopes, schedules, budgets and resource requirements.

Communicate effectively both orally and in writing.

Maintain effective and cooperative working relationships with other community agencies and leaders of diverse organizations that compose the Public Health System, departmental staff and representatives of other departments.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.
SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, and telephones. Work is usually performed in an office environment and occasionally outdoors.

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