

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Assistant Director of Public Health	
<b>TITLE CODE:</b> 1005	<b>SERIES:</b> Public Health Director
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID)</b> \$34.43-\$42.81 <b>GRADE:</b> 26 <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Public Health Director	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENTS	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides administrative support services to a Public Health Director. Provides technical management assistance to organizational units within the agency. Performs the duties of the director in her/his absence; and performs other duties as required.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** A Bachelor's Degree, from an accredited college or university in Business or Public Administration, Health Administration, Public or Community Health, Social Science, Nursing, Education or other related degree

**EXPERIENCE:** Five (5) years of experience in Public Health or health related field. Public Health experience preferred.

### *SUBSTITUTION CLAUSE*

**EDUCATION:** N/A

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) None

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Reviews programs and management issues that cross organizational lines and makes a recommendation or reports to the Director. Prepares briefing materials for director to use in meetings within and outside of the agency. Reviews, analyzes, writes and monitors correspondence for accuracy and conformity with policies and procedures. Provides technical assistance to all organizational units on matters dealing with the administration of all operational regulations, policies and procedures. Evaluates routine, special and technical reports to monitor efforts to increase efficiency and effectiveness of agency activities. Acts as liaison between agencies and other organizations. Synthesizes data from all organizational units as well as from statutes and federal regulations to develop and recommend establishment or modification of policies and procedures. Attends professional meetings and in service training sessions to update staff on policies and procedures

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office or in a community setting.

### **ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 04-19-23

**DATE OF LAST REVISION:** 04-19-23

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.