

TITLE: Public Health Administrator

REPORTS TO: Ford County Board of Health

QUALIFICATIONS

1. Meets the requirements set forth by the Illinois Department of Public Health for Public Health Administrators:
 - a. A master's degree in public health or a related field and two years of full-time administrative experience in public health or
 - b. A bachelor's degree and four years of full-time administrative experience, of which at least two years in public health
2. Preferred to have experience in aging, adults with disabilities or domestic violence programs or services.
3. Complies with accepted professional standards and practices.
4. Demonstrates the ability to effectively administer and direct all agency services.
5. Demonstrates the ability to supervise and direct professional and administrative personnel.
6. Demonstrates the ability to manage fiscal operations.
7. Demonstrates good communications and public relations skills.
8. Is flexible and cooperative in fulfilling all obligations.
9. Demonstrates ability to establish and further effective working relationships with the public, school officials, community leaders, members of professional organizations and governmental officials.
10. Possesses and maintains good physical stamina and mental health.
11. Must be a licensed driver with an automobile that is insured and is in good working order.

SUMMARY OF JOB RESPONSIBILITIES

The Public Health Administrator is responsible for planning, coordinating, managing, and directing all activities and programs of the Ford County Public Health Department. The Ford County Public Health Administrator develops, implements, and directs public health and senior

programs for Ford County. This position is also responsible to prepare and manage budgets, manage strategic planning to identify, coordinate, and deliver necessary services, prepare reports, evaluate programs and staff for efficiency and effectiveness, coordinate public health and senior services with other public and private services, and is an advisor to the Ford County Board of Health.

RESPONSIBILITIES AND DUTIES

The Public Health Administrator is responsible for the following areas either directly or by delegation:

1. Organizes and directs agency's ongoing functions including evaluations of community populations/aggregates, incorporating appropriate epidemiological methods.
2. Develops the agency strategic plan.
3. Evaluates the agency program, services, and personnel.
4. Establishes and maintains effective channels of communication.
5. Assures program personnel follow current practice standards.
6. Assures adequate and appropriate staffing.
7. Ensures staff development which includes orientation, in service education and continuing education, including techniques for statistical analyses.
8. Coordinates with other program areas and management as appropriate.
9. Maintains awareness of local trends and issues and communicates to the Ford County Board of Health and agency personnel.
10. Serves as a public health advocate in the community.
11. Assures that appropriate service and personnel policies are developed and implemented.
12. Directs staff in performance of their duties including admission, discharge, and provision of service to clients.
13. Hires, orientates, and disciplines, and discharges agency personnel.
14. Assures appropriate staff supervision during all service hours.
15. Conducts formal performance appraisal of employees.
16. Demonstrates effective fiscal management.
17. Completes various statistical, financial, and special reports as directed by the Ford County Board of Health.

18. Monitors quality and appropriateness of services and products.
19. Oversees the procurement and maintenance of the necessary workforce, supplies, equipment, and space for efficient operation of the department.
20. Performs other duties as assigned.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job.

WORKING CONDITIONS

1. General office environment.
2. Community environment.
3. Exposure to infectious disease.
4. In and out of automobile.

CONTINUING EDUCATION REQUIREMENTS

Agency personnel are expected to participate in appropriate continuing education as may be requested and/or required. Agency personnel must attend mandatory educational programs.