

BLACK HAWK COUNTY

Job Description DEPUTY DIRECTOR

Position #: 08-13-266-01
Job Title: Deputy Director
Department: Health Department
Pay Grade: 276/GS-26
FLSA Status: Exempt

BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the general direction of the Public Health Director, the Deputy Director assists in the overall management and day-to-day operations of the Health Department. Provides leadership, senior management, public health expertise and essential services in a variety of settings to promote and support the public health mission for Black Hawk County. Ensures compliance with a broad range of local laws and policies; participates in strategic initiatives in support of the agency's mission; provides technical assistance and information to individuals, families and groups regarding public health and environmental health issues.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Assists with planning, organizing and implementing activities of the department; assumes all duties of the Public Health Director in his/her absence.
- Monitors program operations and procedures, evaluates department issues, and recommends and implements solutions; assures strategic goals are reached.
- Prepares and delivers complex reports, proposals and public documents; negotiates proposal development and serves as liaison to specific funding entities.
- Assists Public Health Director in monitoring and overseeing budget activity including recommending modifications when needed; approves purchase requests and expenditures.
- Conducts research and strategic planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments; directs department projects.
- Promotes and assists in the development of health services programs and initiatives designed to strengthen the public health community.
- Leads, promotes and collaborates in the development of quality improvement and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.
- Assists in the development, monitoring, and presentation of internal quality measures and initiatives.
- Monitors compliance to agency-wide initiatives, as delegated by the Director, e.g. Public Health Accreditation.
- Provides leadership for incorporating a health equity lens within the Health Department.
- Carries out supervisory responsibilities within assigned division in accordance with county policies and applicable laws and collective bargaining agreements. Responsibilities include interviewing, hiring, and employee development; planning; assigning, and directing work; appraising performance; disciplining and mentoring employees; providing technical assistance to employees; addressing complaints and resolving problems.
- Available to work outside of normal business hours, including primary responsibility for 24/7 after-hours evening and weekend call for all public health related issues.
- Other duties as assigned.

SUPERVISION RECEIVED:

- Supervision is received from Public Health Director.

SUPERVISION EXERCISED:

- Functional and administrative supervision is exercised over support staff.

KEY COMPETENCIES (TIER 3 LEVEL):

This position is aligned with the current [Core Competencies for Public Health Professionals](#) published by The Council on Linkages between Academia and Public Health Practice.

- **Analytical and Assessment Skills**
- **Communication Skills**
- **Cultural Competency Skills**
- **Financial Planning and Management Skills**
- **Leadership and Systems Thinking Skills**
- **Policy Development and Program Planning Skills**
- **Community Dimensions of Practice Skills**
- **Public Health Sciences Skills**

QUALIFICATIONS:

- Master of Public Health (MPH) degree from an accredited college or university required.
- A minimum of 5 years of progressively responsible experience in the field of public health including 3 years in a managerial or senior-level leadership role overseeing complex processes across public health disciplines.
- Demonstrated application of performance management and continuous quality improvement systems, strategies and practices; CQI certification preferred.
- Previous experience in preparing and operating a budget to ensure fiscal responsibility preferred.
- Thorough knowledge of applicable public health federal, state, and local laws, regulations and ordinances.
- Thorough knowledge of principles of program planning, data management, quality improvement, accreditation, performance management and assurance.
- Demonstrated aptitude in developing and fostering strong interdisciplinary and cross-sector partners.
- Proficiency in systems thinking, team building, group facilitation, problem solving, conflict resolution, negotiation, decision-making, critical and analytical thinking skills.
- Proficiency in the principles of mentoring, peer advising and coaching for public health workforce development.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent written and verbal communication skills.
- Proficient in computer software applications.
- Ability to exercise of considerable initiative and independent analytical and evaluative judgement.
- Ability to organize and prioritize multiple responsibilities and competing priorities, and to delegate them when appropriate.
- Ability to establish and maintain effective working relationships with the Board of Health, various groups and organizations, and individuals with widely-divergent backgrounds, interest and points of view.
- Ability to present and relay information to different audiences including Board of Health and community and professional groups.
- Ability to facilitate a work environment that fosters and values equity, diversity and cultural sensitivity practices.
- Ability to connect knowledge with action for health equity.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to make sound decisions under moderate stressful situations.
- Must have a valid Iowa Driver's License and be insurable under County guidelines.
- Must obtain core NIMS/Incident Command training within 6 months of hire date.

WORK ENVIRONMENT AND PHYSICAL DEMANDS.

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.

- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job.
- Travel to and from field locations may subject worker to increased risk of driving hazards.
- Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous material, chemicals and animals.
- Position is in an indoor office setting and requires frequent use of office equipment such as computers, copies, fax machines, telephones.
- Position requires frequent use of hand, fingers, arms and near vision
- Position requires substantial interaction/communication with other employees as well as the general public and department affiliates.
- Position requires occasional exposure to stressful situations.