

LIVINGSTON COUNTY JOB DESCRIPTION

HEALTH OFFICER

Supervised By: County Administrator

Supervises: All employees of the Department of Public Health, either directly or indirectly

FLSA Status: Exempt

Employment Status: At will

Position Summary:

Under the direction of the County Administrator, is responsible for the overall function of developing the County's health programs and overseeing department services and operations. Assures the delivery of public health services in the community per the Michigan Public Health Code and enforces federal, state and local laws and regulations pertaining to population and environmental health and sanitation.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of departmental operations, including personnel, budgeting, planning, and general administration. Develops and implements departmental policies, procedures and regulations.
2. Assesses department operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
3. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
4. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees and assures necessary training and professional development. Takes disciplinary action according to established procedures.
5. Directs the operation of all Department of Public Health programs, community health incidents, community assessment, planning and policy, including educating and guiding the Board of Commissioners' decisions related to public health philosophy and practice.

6. Administers and enforces federal, state and local laws and regulations pertaining to population health. Provides leadership during community health incidents and communicable disease outbreaks, consults with community responders, health care providers and state agencies as required. Issues imminent threat/emergency orders as required to protect the public health.
7. Oversees environmental health services, personal and public health programs and healthy community promotion. Meets regularly with managers to review activities, coordinate work effort, discuss and resolve problems and assure adherence to the Department of Public Health's goals, objectives and policies.
8. Directs the development of policies, programs and practices to promote the health of individuals, families and community, including developing short and long term plans, identifying sources of funding to support services, and overseeing the development of proposals for submission to public and private funding sources.
9. Represents the department regarding public health concerns and program to external audiences. Maintains effective working relationships with business leaders, media, elected officials, leaders in the health care community, and funding organizations.
10. Negotiates and oversees all contract arrangements between the department and independent contractors who providing services for the department, community or health care organizations and business associates.
11. Directs and maintains the emergency preparedness function of the department. Provides direction to the department's emergency response planning, policy and exercise. Assumes responsibility during public health emergencies, and consults with the Medical Director and management team to develop appropriate public information, orders and procedures.
12. Directs the development and implementation of program evaluation studies and other quality assurance processes.
13. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
14. Complies with the Department of Public Health's quality improvement policy and actively participates in the quality improvement plan.
15. Participates in the statutory appeals process provided under Perform such duties and responsibilities as required and directed by the Board of Health and Board of Commissioners and in accordance with the laws of the State of Michigan, including but not limited to lawful policy and governance directives within the authority of the Board of Health or Board of Commissioners including, but not limited to, the current expressed preference of the Board of Commissioners that in those circumstances appropriate and

applicable, the civil infraction and appeal provisions of MCL 333.2261~~462~~ and 2262 be employed in lieu of criminal enforcement mechanisms.

16. ~~Makes recommendations to~~ Advises and consults with the Board of Commissioners on general policies and procedures, and methods of service delivery for public health and clinical care programs related to communicable diseases, including pathogens such as viruses, bacteria, outbreaks, and pandemics.

17. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Master's Degree in public health administration or related field and seven years of progressively more responsible experience in public health administration.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Approval of the Director of the Michigan Department of Community Health.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of population health, the State Public Health Code, State Communicable Disease Rules, Safe Drinking Water Act and the Michigan Food Code.
- Thorough knowledge of the principles and practices of public health, applicable local, state and federal laws and rules and strategic planning for health.
- Considerable knowledge of policy and procedure development practices and program development and implementation principles.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.

- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software programs utilized by the Department of Public Health.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties.