

Position: Public Health Administrator

Supervises: Staff

Department: Public Health

Gives work direction to: Public Health Staff

FLSA Status: Exempt

Reports to: Board of Health

Revision Date: May 18, 2023

POSITION SUMMARY: This is an at will position appointed by and will report to the Board of Health. The Public Administrator is responsible for monitoring public health functions, supervising department services and administrative duties; along with enforcing federal, state, and local public health regulations as defined by Iowa Administrative Code; Chapter 80. Responsibilities include public health practice in all areas of disease prevention and health promotion; which includes direct work in areas of communicable disease, environmental illnesses, health and wellness initiatives, and emergency preparedness.

ESSENTIAL JOB DUTIES

- Supervises/evaluates the work of staff; effectively recommends action related to selection, performance review, scheduling, and discipline; administers personnel and related policies/procedures.
- Maintain an understanding of conducting Core Public Health Functions and Essential Services, and performs these services and/or functions when warranted.
- Directs/supervises preparation/administration of the departmental budget/strategic plans; assures proper allocation/accountability for expenditures of funds. Seek opportunities in obtaining additional funding through grant awards and third-party reimbursements and maintain reporting for such funding.
- Takes an active role in various health related professional organizations and agencies, attend trainings, conferences and workshops, etc. to keep current and up to date with continuing education, local, state and federal laws and regulations relating to public health.
- Lead and assist in public health aspects of emergency planning for Benton County including developing and maintaining Public Health Emergency Preparedness Plans for the department.
- Responsible for EOC coverage during declared disaster or emergency
- Represents the Department by attending seminars, conferences, and other meetings, and by giving speeches before groups such as civic and community organizations, schools, and clinics to promote awareness in disease prevention and wellness programs.
- Initiates quality assurance in weak areas as it pertains to Public Health, following through until the process is complete.
- Maintains a knowledge base of all department programs to facilitate program growth, efficiency, and appropriateness of services, and leadership in program coordinators.
- Researches and develops yearly budgets to coincide with department revenues and expenditures.
- Seeks opportunities to obtain additional revenues through grant awards and third-party reimbursement and assures funding reports are completed and submitted to maintain eligibility.
- Meets regularly with the Board of Health and Board of Supervisors to review budget status, department services, and current legislation regarding public health issues.

- Works with department heads and other courthouse employees, business associates, suppliers, the general public, and medical community in a proficient and professional manner.
- Reports observed or suspected instances of child or adult abuse pursuant to mandated requirements.
- Assists staff to report when warranted.
- Upholds confidentiality in all Public Health programs.
- Accurately documents work activities on department time studies.
- Advocates for the health of the residents of Benton County. Supports the Board of Health in their role within the County, assuring tasks delegated to Public Health are completed effectively.
- Must pass a thorough fingerprint search conducted by local, state, and national files as required for child and dependent adult abuse.
- Must maintain a valid State of Iowa driver's license and be insurable under the County's guidelines as operating a vehicle is required for travel.
- While performing the duties of this job, the employee must routinely lift/carry or push/pull a minimum of thirty (30) pounds with ease, and to safely climb, balance, walk, or stand for extended periods of time; stoop, kneel, crouch, crawl, reach, run, grasp, and perform other job-related physical demands.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Board of Health.
- Assist the general public with questions, concerns, and inquiries.
- Ability to perform the duties of all other positions within Public Health as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job; with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to use logical thinking to solve problems and reach conclusions.
- Ability to use sound judgment.
- Ability to effectively direct, give advice, and supervise the work of others.
- Ability to write reports, business correspondence, and policy or procedural manuals.
- Ability to implement policies and procedures of public health determined at both the local and state levels.
- Ability to define problem, collect data, establish facts, and draw valid conclusions.
- Ability to maintain composure while working under pressure and adapt quickly to change.
- Ability to effectively communicate with the public through media release, TV, or radio interviews, or other forms of communication. To interact positively with staff, program participants, board members, and the public, advise, counsel, or guide them to a specific source of action.
- Ability to effectively direct, give advice, and supervise the work of others.
- Ability to collect program data objectively, record and interpret concisely and accurately; formulate public health diagnosis, objectives, goals and evaluate programming progress.
- Ability to comprehend public health laws, regulations, medical/public health practices, equipment and systems, government operations and policies related to specific programs.
- Ability to grasp Blood borne Pathogen concepts and apply to daily work activities.

- Ability to plan, organize and prioritize tasks with numerous interruptions.
- Ability to receive and follow directions either verbally or orally and with proficiency and accuracy.
- Ability to work either in a team environment or individually.
- Knowledgeable of basic office practices and the use of personal computers and varying computer software, and office equipment.
- Knowledge of the structure, policies, and operating details of the accounting system.
- Knowledge of public health theories, principles, practices, and legal implications and adept at implementation.
- Knowledge of Iowa Department of Public Health procedures regarding services and grant processes, and the ability to relay information to those involved with the services and grant processes.

ENTRY REQUIREMENTS:

Education/Training:

- Possess a bachelor's degree or higher from an accredited college or university in Public Health, Health Administration, Nursing or other applicable field.

And/or:

- Be a registered nurse, licensed to practice in the State of Iowa.

Work Experience:

- **Preferred:** A minimum of two years of experience in Public Health.
- Trained or willing to be trained in appropriate Public Health functions; such as National Incident Management System (NIMS), Incident Command System (ICS), Epidemiology, Foodborne Outbreak, and as Public Information Officer.
 - *Must be trained within 12 months of hire.*

Required licenses, registrations, and certifications:

- Possession of a valid State of Iowa Driver's license. Certified in CPR or receive certification in first six (6) months of employment.
- Dependent Adult and Child Abuse Mandatory Reporter training.
- Must pass background check for child and dependent adult abuse.
- Appropriate licensures according to education.

Required post-offer physical examinations:

- Must meet all requirements as outlined in the employee handbook.
- Must successfully complete a Physical Examination, complete one (1) TB Mantoux or comparable tests prior to the commencement of employment and be up-to-date or willing to become up to date with immunizations according with the requirements of the Public Health department.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: None.

Other testing required: None.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to walk; sit; turn twist body; bend; use hand to finger manual dexterity, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop; talk and hear. The employee must routinely push/pull or lift/carry up to thirty (30) pounds.
- Specific vision abilities required by the job include near vision, far vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.
- While performing the duties of this job, the employee is occasionally exposed to many unpleasant tasks and responsibilities. Environments can vary, but mainly work is performed inside. There is moderate exposure to contagious disease and potential violence on the part of the participants/consumers. The noise level in the work environment is usually low to moderate.

HOURS OF WORK: Generally, 37.5 hours per week to maintain full-time benefits. May be required to work additional hours per week to meet operational needs of office. Work hours or days may change with minimal notice.

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
- All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
- Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The Board of Health reserves the right to change or reassign job duties or combine positions at any time.
- Benton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.