

Code: 7458

Title: PUBLIC HEALTH DIRECTOR/CHIEF MEDICAL OFFICER

SUMMARY: Plans, organizes and directs all functions and activities of the Public Health Department. Oversees and manages all medical programs within Public Health and serves as advisor to the Board of Health for issues relating to public health matters. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes and directs all public health functions, programs and activities of the Public Health Department;

Determines the department's organizational structure and personnel needs, providing for the selection, training, supervision and evaluation of health professionals, e.g., physicians, nurse practitioners, nurses, technical and clerical employees;

Formulates appropriate public health care and eligibility policies, analyzes program effectiveness and directs changes in programs;

Initiates, develops and implements programs to provide public health services for Pima County;

Develops long-range plans, goals and policies in support of county initiatives and public health services;

Establishes policies and guidelines for negotiation of contracts and directs the negotiations;

Develops and reviews the county's public health and eligibility policies and procedures to ensure compliance with state guidelines and regulations;

Reviews proposed and new legislation and reports on impact to department health care and eligibility policies;

Assists county management in directing proposed legislation, health codes, ordinances and laws and recommends their adoption before legislative bodies and advisory committees;

Coordinates patient treatment with other health-care providers including social/mental health caseworkers and practitioners;

Monitors programs and prepares management reports, summary reports and other informational reports for presentation to county management, state and other regulatory agencies;

Responds to county and public inquires and performs community relations activities;

Coordinates the professional staffing of clinics or service through other county resources and contracted health-care providers;

Assumes a leadership role in the community in the development of public health services;

Personally handles public health problems of an unusual nature;

Recommends actions to maintain high medical and public health standards;

Meets with community representatives, members of the medical and governmental authorities to coordinate implement effective public health programs;

Writes reports and gives lectures, to include conducting medical training of medical students/interns;

Directs and coordinates activities with other county departments and with community agencies;

Directs the preparation of the department's annual budget and evaluates and monitors expenditures;

Establishes and maintains liaison with federal, state and local governmental agencies involved with health care and public assistance;

Attends meetings and conferences.

KNOWLEDGE & SKILLS:

Knowledge of:

- public health and related state laws, regulations and standards;
- medical trends, practices and methodologies for providing patient assessment, care and treatment;
- public health programs, functions and services;
- principles and practices of administration, supervision and public program management;
- techniques of program development and evaluation, project economics and financial reporting;
- techniques and procedures used in grant and contract acquisition, development and administration;
- principles and practices of budgeting and organizational design;
- federal and state laws, programs, and preventive medicine.

Skill in:

- initiating, coordinating and directing public health programs, services and functions;
- interpreting and implementing rules, regulations, policies and procedures related to health care and public health;
- assessment and treatment of patients, per standards of medical practices and procedures and legal and other regulatory requirements;
- assessing program achievements and deficiencies and developing solutions to address problems;
- evaluating and solving complex public health problems;
- communicating effectively, both orally and in writing;
- establishing and maintaining a leadership role in the field of public health and in the provision of health care services within the community;
- supervising, training and evaluating personnel;
- negotiating contracts and monitoring contract compliance.

DESIRED QUALIFICATIONS:

Graduation from an accredited school of medicine as a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.), completion of internship and residency in public health or preventive medicine and seven years of professional medical experience in public health programs which includes at least five years of supervisory and management experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a current license to practice medicine as a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) in the State of Arizona is required at the time of appointment and must be maintained as a condition of employment. Failure to maintain the required license will be grounds for termination.

Special Notice Items: Department of Labor regulations CFR Part 1910.1030 requires notification that positions within this classification may have a high risk of exposure to communicable diseases. Hepatitis B vaccine will be provided.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.