

Saguache County Public Health Agency

Director Job Description

DEFINITION: Under supervision of the Board of County Commissioners and Board of Health, this position directs the Saguache County Public Health Agency as a Department of the County, and oversees the planning, development and implementation of public health services as outlined in The Public Health Act of Colorado.

This includes, but is not limited to - assessing and monitoring health factors in Saguache County and developing strategies to effectively address and communicate health issues to the public; providing oversight, evaluation and program management for delivery of public health services; developing and implementing plans, policies, procedures and personnel for the Agency; fiscal management of Agency and program budgets, as well as program compliance to local, state and federal requirements. Provides leadership and support for public health improvement activities.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any of the following. These examples do not include all of the tasks this employee may be expected to perform.

- 1. Provides oversight, program evaluation, and budget management for departmental programs including, but not limited to - public health nursing, home health care, Health Care Program for Children with Special Needs, Maternal Child Nursing, Immunization Program, Colorado Prevention Partners Underage Alcohol Program, Tobacco Cessation Program, Saguache County Emergency Food Bank, Saguache County Wellness Program(s), working with unit managers and staff to develop and implement program objectives. Resolves problems and conflicts that may arise.**
- 2. Works with Board of Health to analyze services and programs. Determines goals, content, staffing needs and budget requirements for new and existing programs. Drafts and revises operating policies, as necessary.**
- 3. Ensures that all public health programs meet applicable local, state and federal guidelines.**

- 4. Prepares budgets and recommendations for approved programs. Authorizes and monitors expenditures to ensure they are within budget limits. Reports on fiscal matters to the Boards of Health and County Commissioners.**
- 5. Develops and writes grant requests and project proposals. Seeks alternative sources of funding for program services. Acts as grant administrator and maintains positive relationships with grantor agencies.**
- 6. Oversees collection and reporting of Medicaid reimbursable activity of the Medicaid personal care program.**
- 7. Works with staff to monitor and analyze health risks. Provides leadership and support for public health activities including development of community health assessment and annual community health plan.**
- 8. Meets and collaborates with numerous groups for purposes of improving department operations. Examples include – other Saguache County Departments, other county and regional agencies, the Saguache County Board of Health and Board of County Commissioners and County Administration, Colorado Department of Health and Environment, Saguache County Health Care Coalition, health care providers, state and federal officials, non-profit partners, volunteers, foundation officers and the general public.**
- 9. Serves as county ESF 8 coordinator within the National Incident Management System. Prepares and evaluates emergency preparedness plans as outlined in the public health, CDC and State of Colorado directives. Serves as public health information officer in the event of a public health emergency or incident. Coordinates with the local Office of Emergency Management, regarding public health aspects of other emergency plans.**
- 10. Responsible for collection and analysis of statistical data, reports and information. Research methods include conducting studies and surveys, often in collaboration with other organizations. Oversees the proper handling, access and storage of records, according to departmental guidelines, including federal HIPPA regulations.**
- 11. Develops, oversees and participates in staff development. Ensures adequate professional development and in-service training for all staff.**