

**POSITION DESCRIPTION
COUNTY OF MORGAN, INDIANA**

POSITION: Director
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m. M-F
JOB CATEGORY: EXE I (Executive)

DATE WRITTEN: July 2023

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Morgan County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Director of the Morgan County Health Department, responsible for managing the Department and staff and serves as technical advisor to the Board of Commissioners, Board of Health, and others.

DUTIES:

Develops long-term strategic plan for the Department, providing focused direction for operations and programming. Oversees, directs and/or identifies need for programs and/or service expansion.

Develops processes to accredit Department through Public Health Accreditation Board in order to build the Public Health infrastructure in the 8 foundational capacities of public health. Uses evidence-based standards to improve performance and accountability in Department practices. Develops protocols for expansion, identifies capacity and resource gaps, and determines cost for assuring foundational activities.

Supervises and directs assigned staff, including making hiring and firing decisions, making work assignments, providing corrective instruction, evaluating work performance, ensuring appropriate training, and developing and enforcing policies and procedures.

Presents annual Department budget to necessary boards and commissions. Administers approved budget, including approving requisitions, purchases and disbursements, monitoring deposits of receipts and audits financial records as required. Presents annual report for Health Board approval and assists Health Board with program evaluations.

Seeks alternative funding sources through grant writing and ensuring compliance of guidelines for grant proposals, applications, and programs.

Coordinates information, personnel time, equipment, and components needed to ensure effective implementation of programs. Evaluates and institutes needed changes to existing programs.

Health/Director

Maintains and updates Department personnel records and files as needed.

Addresses and resolves complaints from the public and employees.

Selects and investigates sources of information regarding health needs and interests, utilizes computer and online sources of information, applies survey and statistical techniques to acquire health data. Researches and assembles educational materials using a variety of techniques and resources to acquire health data and distribute.

Develops and/or approves materials for public information releases.

Serves as Department liaison to the Health Officer, County Board of Health, County Council, County Commissioners, Department divisions, Indiana Department of Health, community groups, other government entities, and members of the public.

Attends meetings presents reports and submits requests.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in Biology, Ecology, Nursing, Public Health, or closely related field. Master's Degree in Public Health or Graduate Certificate in Public Health preferred.

Ability to meet all hiring and retention requirements, including background check.

Thorough knowledge of public health related principles and practices and ability to evaluate health service quality and compliance with established procedures, state laws, and local health ordinances.

Practical knowledge of customary practices, procedures, rules, and regulations of the Department, with ability to present and monitor budgets and authorize expenditures and perform audits on financial records.

Practical knowledge of grants and grant administration with ability to meet grant requirements, including collecting data and compiling reports.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed reports within established deadlines.

Ability to supervise and direct assigned staff, including making hiring and firing recommendations, making work assignments, providing corrective instruction, evaluating work performance, ensuring appropriate training, and developing and enforcing policies and procedures.

Ability to properly operate standard office equipment, including computer, calculator, telephone, and other equipment as needed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Board of Health, County Council, County Commissioners, Department divisions, Indiana Department of Health, community groups, other government entities, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to prepare and deliver public speeches and presentations, develop news releases, and communicate with news media.

Ability to read and interpret statistical data and comprehend legal documents, and to apply research techniques.

Ability to compile, collate, and classify data, analyze, evaluate and make determinations based on data analyses.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to compute, calculate, and perform arithmetic operations.

Ability to work with others in a team environment, work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to interact effectively with a wide range of personalities and backgrounds to manage issues and interpersonal relationships.

Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for conferences, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent is responsible for the development of policies and objectives for the department based on the PHAB Pathways Recognition Program in order to begin accreditation process for the department and continue toward realizing the goal of improving the foundations of Public Health in the community. This will allow the department to be accountable to the citizens of the county in stewardship of public health and finances.

III. RESPONSIBILITY:

Incumbent develops own objectives for areas of responsibility, and establishes major department policies, procedures, and performance standards. Incumbent refers unusual and/or unprecedented situations to supervisor. On rare occasions, decisions are made in the absence of specific policies and procedures. Incumbent's work is reviewed for appropriate effect on department goals/objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, assigned staff, other County departments, County Board of Health, County Council, County Commissioners, Department divisions, Indiana Department of Health, community groups, other government entities, and the public for purposes giving and receiving information and rendering service.

Incumbent reports directly to the Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, speaking clearly, hearing sounds/communication, keyboarding, and driving.

Incumbent is occasionally required to work extended hours and evenings and occasionally travels out of town for conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Director for the Morgan County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name