



Public Health

Prevent. Promote. Protect.

NORTH CENTRAL PUBLIC HEALTH DISTRICT

APPLICATION PACKET,
POSITION ANNOUNCEMENT &
JOB DESCRIPTION FOR

Public Health Administrator

Please return your resume and letter of interest to:

Kate Smith, Operations Manager

At kates@ncphd.org

or

North Central Public Health District
Attention: Kate Smith, Operations Manager
419 E. 7th Street, The Dalles, OR 97058

Application Deadline: May 24, 2024



Public Health
Prevent. Promote. Protect.
NORTH CENTRAL PUBLIC HEALTH DISTRICT

Job Description: Public Health Administrator

Our Vision

We lead and inspire our community in the creation of an equitable, safe, and healthy environment.

Mission Statement

Prevent, Promote, and Protect for a thriving community.

Values

As NCPHD staff we commit to guiding our decisions, behaviors, and relationships by these values:

- H – Healthy people and communities / Holistic approach
- E – Equity and social justice / Evidenced based
- A – Accountability and quality / Advocate, inform, educate
- L – Leadership and innovation / Leading the way in public health initiatives
- T – Trust and transparency / Trust through interactions with one another
- H – Humility and respect / Health and well-being of all people

Job Title: Public Health Administrator

Reports To: NCPHD Board of Health

FLSA Classification: Exempt

Department: Administration

Salary Grade: DIR (\$8,027.31-\$10,473.82 monthly)

Revision Date: February 2024

Summary:

This position serves as the agency administrator and is responsible for the programming, planning, budgeting, financial, personnel and administrative management function of the North Central Public Health District, providing public health services to Wasco and Sherman Counties; develops policy; directs general program goals and objectives; provides for public awareness and education in areas related to public health; assures compliance with state public health statutes, federal regulations and local ordinances. The Public Health Administrator leads staff at varying levels and has final responsibility for work performed within the agency. This position reports to and receives direction from the Board of Health and the Oregon Health Authority, Public Health Division.

Essential Functions

- Directs agency operations to achieve compliance with statutory responsibilities within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.
- Provides executive leadership and directs the selection, supervision, and evaluation of staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Provides training and motivation to make full use of individual capabilities and to meet changing system demands.
- Develop and recommend public health policies; recommend the establishment and revision of rules and regulations; prepare various statistical, financial and special reports.
- Direct operational analyses, program evaluation, standards development, research/planning programs of the agency and management of information systems.
- Assure that all necessary client and operational records are kept in compliance with state guidelines and federal regulations. This includes acting in the role of HIPAA Security Officer.
- Defines the concepts, methods, and administrative procedures for planning, coordinating, evaluating, and conducting the functions of the Health District, in accordance with applicable regulations, statutes, and ordinances.
- Acts as an agent of the Oregon Health Authority in enforcing state statutes and Public Health Division regulations.
- Represents Wasco and Sherman Counties at meetings and conferences with local, state, and/or federal groups and agencies concerning matters related to public health.
- Conducts public relations activities to interpret and promote Health District programs; assures Health District participation in appropriate community health-related activities.

- Provide leadership with the local jurisdiction and overall public health planning and development including assessing public health service needs in the counties.
- Represent the counties in negotiating and coordinating of public health services with the community, state, and federal government, and Conference of Local Health Officials.
- Ensure performance of quality assurance activities; evaluate functioning of individual programs in relation to goals, objectives and existing laws and regulations.
- Establishes and maintains liaison with State and County officials; medical community, resource organizations and community leaders to obtain support for and an understanding of public health programs to develop mutually beneficial programs.
- Manages, directs, organizes and integrates public health program activities including Parent & Child Health Services, Communicable Disease, Health Promotion, Public Health Emergency Preparedness and Environmental Health and Chronic Disease Prevention.
- Prepares Strategic Plan and integrates plan with other agencies and groups to meet current public health needs of the community.
- Maintains standards of nursing and medical services within the agency and assures that services are provided according to agency policy.
- Responds to a public health emergency as needed.
- Develop and maintain effective, harmonious and reasonable work relationships with others.
- Assures supervision of Nursing Practice.

Legal Responsibilities of the Public Health Administrator:

- The powers and duties are described in the ORS 431.418 and other chapters:
 - ✓ Serve as the executive secretary of the local public health authority, act as the administrator of the local health department and supervise the officers and employees appointed under paragraph (b) of this subsection.
 - ✓ Appoint, subject to the approval of the local public health authority, administrators, medical officers, public health nurses, environmental health specialists and such employees necessary to carry out the duties of the local public health administrator under ORS 431.001 (Findings) to 431.550 (Power or Oregon Health Authority to collect information from local public health administrators) and 431.990 (Penalties) and any other public health law of this state.
 - ✓ Provide the local public health authority at appropriate intervals information concerning the activities of the local health department and submit an annual budget for the approval of the governing body of the county or, for a health district formed under ORS 431.443 (Formation of health districts), the governing bodies of the counties that formed the health district.
 - ✓ Act as the agent of the Oregon Health Authority in enforcing state public health laws and rules of the authority, including such sanitary inspection of hospitals and related institutions as may be requested by the authority.
 - ✓ Perform any other duty required by law.

Knowledge, Skills, and Abilities:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Comprehensive knowledge of the principles of public health and the administration of public health programs; knowledge of Oregon State laws and local government rules regarding public health; knowledge of health care transformation, early learning transformation and related systems transformation, skilled in the administration of a department with extremely close ties to the general public; ability to lead and develop a staff of professional personnel both on staff and auxiliary; ability to present ideas clearly and effectively and to stimulate interest in health activities from a variety of community groups and the general public.

Minimum Qualifications:

- Minimum requirement is a Bachelor's Degree from an accredited college or university or a combination of education and 5 years' experience in public health with increasing responsibilities as a supervisor assisting in administration and supervision;
 - Preferred: Master's Degree, Current license to practice as a registered nurse in the State of Oregon.
- Regular and predictable attendance.

Work Environment:

The work environment and physical demands 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.

NCPHD is a trauma informed organization. A trauma informed philosophy guides the organization's adoption of changing the question from "what's wrong with you?" to "what's happened to you?" All staff are expected to increase their knowledge of trauma informed practice and participate in related tools used in relating to each other, clients and customers.

Specific Tasks Involved:

See essential functions.

Veteran's Preference:

If you are requesting Veteran's Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214/DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter along with your application.

Equal Employment Opportunity Employer:

North Central Public Health District is an Equal Employment Opportunity Employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.