

**LINCOLN COUNTY  
JOB DESCRIPTION**

**JOB TITLE:** Public Health Director

**DATE:** March 2017

**REPORTS TO:** Lincoln County Board of Health, Board of County Commissioners

**POSITION PURPOSE:** To direct, oversee, and provide (for) comprehensive preventive health services to ensure the health and welfare of the population of Lincoln County, per the Colorado Public Health Improvement Act of 2008.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

Plan, direct, supervise, and coordinate a wide variety of health programs and services including environmental and community health services, disease surveillance and control, emergency preparedness and response, vital statistics, public information, and health education and promotion.

Community health data collection, analysis, program development, implementation and evaluation.

Supervise/coordinate activities of the public health staff including work assignments, time management, performance evaluations, disciplinary actions, and making hire/termination decisions.

Perform professional nursing practice within the limits of the Colorado Nurse Practice Act, providing public health nursing activities as required.

Assure safe and exemplary nursing practice within the agency.

Identify physical, social and emotional health needs of individuals, families, and community groups through systematic assessment.

Complete and maintain confidential client records.

Teach and counsel individuals and groups of all ages about health issues.

Assure compliance with Federal regulations, such as OSHA, CLIA, ADA, Affirmative Action.

Direct/review all public information efforts for the department, including the preparation of media materials, press releases, and presentations to health organization or the general public; respond to public relations situations and requests for information with private citizens.

Prepare and present reports, statements, and speeches.

Assist with interagency collaboration and relationships.

Develop policies, procedures, and standards to ensure that all contract conditions including state and federal mandates and the public health mission are met.

Implement all state and county public health laws and policies.

Develop annual budget and monitor expenditures. Coordinate purchases of departmental supplies and equipment.

Will set priorities for agency activities based on community needs and agency resources.

Report to and advise the county board of health/county commissioners regarding ongoing public health issues.

Work with schools of nursing to provide community-nursing experiences for their students.

Responsible for maintenance and calibration of office and laboratory equipment.

**SKILLS AND ABILITIES:**

These will be assessed using the CDPHE Public Health Professional Core Competency Assessment tools.

Knowledge of nursing and health sciences, including community nursing principles and public health programs.

Able to provide skilled nursing care, including accurate physical, social and emotional assessment of any age group.

Able to understand and apply organizational theories and practices in the administration of policies, practices, programs, and communications.

Able to conceptualize and apply analytical skills.

Able to apply problem solving skills in developing solutions for unanticipated issues and challenges.

Able to communicate effectively, orally and in writing, including the ability to speak in front of groups of people for education and marketing.

Good management skills and ability to supervise others.

Good organizational skills in order to keep track of a wide variety of programs and activities.

Able to recognize the needs and concerns of people and to maintain constructive relationships in dealing with them. Ability to work well with the public and with other professionals.

Able to calm others under stressful or confrontational conditions.

Able to accept administrative supervision from the County Commissioners.

Able to deal effectively with the many administrative layers in the Colorado Department of Public Health and Environment as they pertain to specific grants and programs.

Computer skills and some statistical expertise are required for data evaluation.

Good personal stress management skills.

Able to perform fiscal management and basic budgeting for fiscal accountability.

**WORKING CONDITIONS:**

Must be able to work in a variety of settings, including office, school, clients' homes, and other agencies. Must be able to concentrate during busy, noisy clinics. May be required to work evenings and weekends for meetings, community activities, and emergencies. This position has a HIGH exposure risk to biohazards associated with blood-borne pathogens.

**PHYSICAL DEMANDS:**

Sitting, sometimes for extended meetings	Standing
Bending, working with children	Driving car or van
Getting up and down, walking in office	Lifting infants/children up to 40 pounds
Carrying and setting up equipment up to 20 pounds	

Manual dexterity and good hearing acuity is required in performance of nursing tasks.

**QUALIFICATIONS:**

Current licensure to practice as a registered nurse in Colorado

Bachelors of Science in Nursing (BSN) strongly preferred, but not required. State recommends Master's Degree or Doctorate in public health related discipline.

Valid Colorado driver's license

Past employment as a registered nurse, with evidence of leadership, management, and administration in public health or related field is strongly recommended. Such experience may be substituted for the educational activities noted above.

Experience in the field of public health is preferred.

Strong accounting/budget experience is highly recommended.