

PUBLIC HEALTH MANAGER

FUNCTION OF THE JOB

Under direction, to be responsible for the development, planning, coordination, and operation of public health programs and services; develop innovative, evidence-based interventions and partnerships to improve population health and strengthen the public health system; lead division to achieve and maintain Public Health 3.0; may serve as health officer; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Oversees and directs the delivery of public health services, activities and programs in accordance with federal and state statutes, regulations, and administrative code that protects the public's health; oversees and interprets local ordinances that directs local public health activities.
2. Oversee collaborative efforts related to community health improvement, strategic and operational planning, and accreditation readiness activities.
3. Lead division to serve as the chief health strategist, working closely with community partners to address the leading health issues.
4. Develops and leads continuous quality improvement efforts of the division.
5. Responsible for the successful completion of a community health needs assessment to determine county health priorities and creation of a community health improvement plan to address identified health issues within the county.
6. Functions as the Health Officer, or assists the Health Officer, to fulfill statutory responsibilities of public health.
7. Develops, plans, and coordinates new public health programs and partnerships to address changing health needs of the community and emerging public health issues.
8. Develop and implement strategies to increase integration of health equity strategies into all organizational systems.
9. Translates community input along with public health evidence into prevention and control recommendations to ensure the appropriate public health measures are adopted.
10. Develops and manages divisional budget by projecting and reviewing expenditures and revenues generated by federal and state grants, contracted or purchased services, and assessed fees for services.
11. Explains and justifies division programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
12. Integrates public health informatics into daily operations.
13. Oversees Corporate Compliance and HIPAA requirements for Public Health functions.
14. Writes proposals to secure and maintain state grants and funding for public health programs.
15. Manages State grant budgets and monitors the status of these grants on meeting negotiated objectives, authorization of payment and quality of performance.
16. Monitors public health program and contractual program outcome measures, recommends strategies to meet these outcome measures and implement new initiatives.
17. Determines work direction and sets deadlines to ensure completion of operational functions.
18. Selects, assigns, evaluates, and trains divisional supervisory staff; approves recommendations for selection of staff and for other personnel related activities.
19. Serves as a representative and liaison of the division to community and state agencies, regional public health organizations, advisory groups, committees, and the court system in order to provide information and cooperation.
20. Establishes and maintains effective working relationships with staff, government agencies, community organizations, and the public.
21. Makes presentations and recommendations regarding divisional operations and the public health system to the County board, committees, boards, commissions, and other community groups; provides guidance to advisory boards and commissions.
22. Oversees the development and management of emergency preparedness plans and events, including chemical, biological, nuclear, radiological terrorism event, or natural disaster.
23. Acts as interim Public Health Officer if that primary role is assigned to another senior level manager.
24. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of public health principles, including foundational public health services, essential public health services, core functions of public health, and Public Health 3.0.
2. Thorough knowledge of the principles and practices of program development and administration, including strategic planning, environmental scanning, project management, and continuous quality improvement strategies.
3. Thorough knowledge of the role of public health service programs and the objectives of a public agency providing these services.
4. Thorough knowledge of federal, state, and agency laws, codes, and regulations concerning the operation of public health programs.
5. Thorough knowledge of universal precautions and infection control practices.
6. Comprehensive knowledge of the principles and practices of municipal budget preparation and administration and governmental

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

- grant procedures.
7. Comprehensive knowledge of modern administrative, managerial, and supervisory principles and practices.
 8. Comprehensive knowledge of planning, programming, and public relations.
 9. Comprehensive knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
 10. Comprehensive knowledge of corporate compliance requirements for public health services.
 11. Comprehensive knowledge of emergency government and incident command structures and protocols, including first responder role and responsibilities.
 12. Comprehensive knowledge of chemical, biological, nuclear, and radiological terrorism preparedness response.
 13. Considerable knowledge of social determinants of health and health equity.
 14. Considerable knowledge of purchased services management, monitoring, and evaluation.
 15. Considerable knowledge of budgeting, analytical methods, and techniques.
 16. Working knowledge of computerized department program software, including electronic health record, internet access, databases, spreadsheet, and word processing programs.
 17. Ability to utilize word processing, database, and spreadsheet programs.
 18. Ability to comply with federal, state, and local laws, rules, policies, and regulations.
 19. Ability to plan, develop, and coordinate public health programs.
 20. Ability to plan, organize, and effectively communicate present ideas, concepts and proposals to various committees, boards, departments, policy makers and employees in verbal or written format.
 21. Ability to develop consensus from diverse groups.
 22. Ability to plan, direct, and coordinate the work of supervisory and line staff.
 23. Ability to delegate authority and responsibility.
 24. Ability to establish and maintain effective working relationships with staff, government agencies, community groups, and the public.
 25. Ability to lead and direct the operations, services, objectives, and activities of the health division.
 26. Ability to research, identify, and respond to community issues, concerns, and needs regarding public health.
 27. Ability to interpret public health indices and apply them to public health needs.
 28. Ability to prepare clear and concise administrative and financial reports.
 29. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 30. Ability to research, analyze, and evaluate new service delivery methods and techniques.
 31. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience Requirements

1. A master's degree from a recognized college or university with a major in public health, public administration, health administration or a closely related field and 3 years of professional work experience in an administrative position in either a public health agency or public health work.
OR
2. A bachelor's degree from a recognized college or university and 16 graduate semester credits towards a master's degree in public health, public administration, health administration or closely related field and 5 years of professional work experience in an administrative position in either a public health agency or public health work.
OR
3. A license to practice medicine and surgery under Wisconsin Ch. 448 and at least one of the following:
 - a. Three years of professional work experience in an administrative position in either a public health agency or public health work.
 - b. Eligibility for certification by the American Board of Preventative Medicine in Public Health or General Preventative Medicine.
 - c. A master's degree from a recognized college or university with a major in public health, public administration, health administration or a closely related field.
4. Valid Driver's License.