

Date Posted: 4/25/19

Applications accepted until: 5/20/19

**Elbert County is an Equal Opportunity Employer**

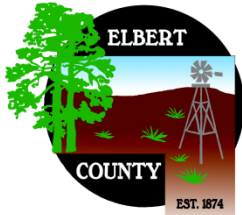
If interested, please submit application and resume to:

Elbert County Human Resources Department

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Email: [gwen.listul2@elbertcounty-co.gov](mailto:gwen.listul2@elbertcounty-co.gov)

For more information, please call 303-621-3150



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## Public Health and Environment Administrator

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Department: Health and Human Services

Annual Salary: \$59,397-\$71,276 DOQ

Approved: 4/2019

FLSA: Exempt

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### GENERAL STATEMENT OF DUTIES

The Public Health and Environment Administrator is a strong and visionary leader who is responsible for leadership, management and administration of the public health and environmental health programs. This position actively engages in all segments of the community to focus on the protection and promotion of the health and well-being of all residents and the environment of Elbert County. This position assesses public health needs by planning, organizing, directing, and reviewing the public health services. The Public Health Administrator also assures that the Community Health Assessment is regularly completed and a Public Health Improvement Plan is maintained.

This position is responsible for provision, management and supervision of public health services to the residents of Elbert County and develops and implements health policies for the operation of the agency and the protection of the public. This position advocates and partners with others in the community while providing highly technical and responsible assistance to the staff.

Additionally, incumbent may perform the responsibilities of an Environmental Health Specialist or Public Health Nurse.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates and evaluates public health and environment activities in agency to ensure balanced and adequate program and formulates progressive program designed to meet changing needs of community; implements goals, objectives, policies and priorities for public health and environment services;
- Plans, directs, supervises, and coordinates a wide variety of health programs and services including environmental and community health services, disease surveillance and control, emergency preparedness and response, vital records, public information, and health education and promotion;
- Manages administrative procedures consistent with state and local laws, rules, and regulation; directs collection, analysis, and interpretation of statistics significant to program planning and budget preparation;
- Serves as Vital Records Registrar with oversight and management of program requirements;
- Prepares and submits budget estimates for public health and environment activities to the ECHHS Director; accepts and administers federal and state funds or other property, services, or moneys allotted to the public health programs; assesses and recommends fees for environmental and public health services rendered by the department;
- Prepares, submits, implements and monitors grants for public health services and provides all required follow-up documentation and reports;
- Participates in establishing programs for guidance and professional development of health education, nursing and environmental health staff; monitors employee vacation time, sick leave, compensation time, personal time;

- Provides reports on activities, progress, and problems of the public health programs and recommends such changes in the laws as are deemed necessary to the Elbert County Director of Health and Human Services, Elbert County Board of Health, community and state officials;
- Develops and implements health programs; manages investigations and inspections into matters affecting public health; oversees control of epidemics as well as infectious, communicable, and other diseases and conditions affecting public health;
- Reviews all public information efforts for the public health programs including the preparation of media materials, press releases, and presentations to health organizations or the general public;
- Prepares for and acts in emergency or disaster situations to address public health issues; participates in day and evening meetings with medical and other health professional groups and individuals; prepares and presents reports, statements and speeches;
- Reviews current medical literature, public health alerts, reviews, recommendations, and advisories to determine if changes in current practices need to be made; directs public information regarding important health issues;
- Attends seminars, conferences, workshops, classes, on-line training, etc., as appropriate to enhance and maintain knowledge of trends and developments in field; reviews professional journals, attends association and professional meetings; and otherwise maintains contacts with professionals to facilitate exchange of information in order to remain current as a technical and medical consultant to staff and public;
- Consults with community health care providers about services and outbreak situations and assists with individual patients who have communicable disease concerns; issues medical alerts to health professionals and the public as needed.

**SKILLS AND ABILITIES**

- This is a senior level position which requires thorough knowledge of the theories, principles and practice of public health programs;
- Knowledge of leadership, management, administration and communication theories, principals, and practices
- Knowledge of community resources, agency rules, regulations and procedures related to public health and environment resources;
- Ability to assess agency programs, which involves analysis relative to agency data, public policy, public health systems and program evaluations;
- Demonstrated ability to establish, develop, and sustain key working relationships with a variety of local, state, and regional organizations ranging from local governments to regulatory agencies to community-based organizations;;
- Computer skills essential;
- Ability to be diplomatic and tactful;
- Able to travel and attend regional and/or state public health meetings;
- Ability to embody the values of teamwork, respect, integrity, innovation and ongoing personal and professional development;
- Ability to manage money in a prudent, sensible manner including understanding and working with budgets;
- Excellent written and verbal communication skills are a must;
- Ability to work under stressful conditions;
- Skill in conflict resolution;
- Ability to independently analyze complex situations, formulate plans and make quick decisions, as needed;
- Shares responsibility for building cohesiveness throughout the County department and among other County offices with attention to building a positive image within the community;
- Understanding, interpreting and communicating complicated and technical statutes, regulations, policies, procedures and protocols;
- Using tact, discretion, initiative and independent judgment within established guidelines;
- Knowledgeable about all statutes and regulations regarding the protection of confidential information.

**KNOWLEDGE**

General knowledge of the following: Public health laws of the State of Colorado; rules, regulations and standards of the Colorado State Board of Health; the orders, rules, regulations, and standards of the county; ethical guidelines applicable to the position and outlined by professional standards of care

**RESPONSIBILITY**

Incumbent reports to the Elbert County Director of Health and Human Services and the Elbert County Board of Health. Position requires ability to work autonomously with extensive knowledge of the rules and regulations regarding public health and environment practices in the State of Colorado. Work is reviewed periodically for results obtained. Although decisions must be compatible with the available guidelines and laws, considerable judgment must be exercised.

Position directly supervises public and environmental health employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**PERSONAL WORK RELATIONSHIPS**

This highly visible leadership position requires contact and professional communications with community members including children, Board members, legal, medical, behavioral health and school professionals in addition to community organizations, agency staff members, county and state staff and officials.

**EDUCATION, EXPERIENCE AND CERTIFICATIONS**

Master's Degree preferred, although Bachelor's Degree is acceptable in a public health discipline such as environmental health, health education, epidemiology, health administration/policy, biostatistics, nursing, public administration, health administration or a closely related discipline. (May substitute year-for-year professional public health work experience for certain academic requirements or exceptional academic preparation for certain experience requirements when candidate is otherwise prepared to carry out the duties.)

- Must have five years (within the past 10 years) of successful and responsible administrative experience in public health or a closely related field, including at least two years of experience in supervising public health professionals
- Must possess a valid driver's license issued by the State of Colorado with acceptable motor vehicle record
- Must be able to pass a criminal background check
- Bilingual a plus
- This is a safety sensitive position that may be subject to random drug testing

**PHYSICAL EFFORT, WORK ENVIRONMENT**

- Normally individual performs work indoors in a controlled standard office environment
- Meetings off site are necessary when appropriate
- Moderate noise-many public health and human services clients are children
- Appearances are required at community and statewide meetings
- Considerable travel is required at times

Physical Requirements of Position:

The following are some of the physical demands commonly associated with this position.

Driving: Occasionally

Balancing: Frequently

Bending/Stooping: Frequently

Twisting: Frequently

Squatting/Crouching: Occasionally

Kneeling: Occasionally

Crawling: Occasionally

Climbing Stairs: Occasionally

Climbing Ladders: Occasionally

Reaching: Frequently

Standing/Walking: Frequently

Lifting: Occasionally

Lifting: 1 lb. Minimum/ 40 lbs. Maximum

Carrying: 1 lb. Minimum/ 40 lbs. Maximum

Push/Pull: 1 lb. Minimum/ 40 lbs. Maximum