



# HARNEY COUNTY

## Director of Public Health

### Full Time

**Days / Hours:** 40.0 hours/week  
**Salary/Benefits:** \$5167.27 to \$6930.13 DOE / Full County Benefits

#### PURPOSE OF POSITION:

Direct and oversee the programming, planning, budgeting, financial, personnel and administrative management of Harney County Health Department.

#### ESSENTIAL JOB FUNCTIONS:

- Administer and enforce the rules of the local public health authority, public health laws, and the Public Health Department.
- Ensure the provision of programs and activities necessary for the preservation of health and prevention of disease in the area under their jurisdiction including, but not limited to, Immunizations/VFC, WIC, Family Planning, Tobacco Prevention and Education, Environmental Health, Communicable Disease, Syringe Exchange Program, Emergency Preparedness and other related programs.
- Ensure the proper implementation, administration and enforcement of applicable laws, rules, regulations, and program requirements pertaining to areas of responsibility; make related emergency decision to protect the public under authority of the Oregon Health Division.
- Develop and recommend public health policies. Recommend the establishment and revision of department rules and regulations. Prepare various statistical, financial and special reports.
- Plan, organize, and direct the work of department professionals, technical specialists, and clerical staff. Establish operational methods and procedures. Work directly with PH Administrator, PH Medical Director and RHC Manager to cohesively form unity in policy and management of clinical and public health decisions. Ensure overall operation of Public Health is consistent with the agency's mission.
- Ensure performance of quality assurance activities, and that local, federal and state government regulations are met.
- Develop, direct, and monitor the budget and financial management systems for the local public health services. Direct and prepare the annual Public Health budget. Direct and prepare quarterly reports. Supervise the department's fiscal planning and management. Negotiate annual budgets for programs with the Oregon Health Authority. Provide team support for the supervision of contracts. Provide budget and service expertise for negotiations with subcontractor agencies as requested.
- Lead Public Health through collaborative efforts that include negotiations and coordination of public health services with the community, state, and federal government, and the Conference of Local Health Officials. Provide leadership with the local jurisdictions, community, state and federal agencies for the overall health planning and development, including assessing county public health service needs. Prepare and coordinate department services with other agencies.
- Perform operational analysis, program evaluation, standards development, research, program planning and management of information systems; direct the preparation of periodic plans and reports on department programs; evaluate the quality of program services; promote community awareness and support of adopted plans; facilitate community partnerships and provide technical assistance to community agencies to achieve objectives of plans; develop, direct, supervise and review program plans and grant applications as required.
- Provide periodic reports and updates to the Harney County Court, including County Judge and County Commissioners. Represent the Public Health Department to community groups, other agencies, and the media. Ensure development and presentation of educational and marketing programs to community groups, health care providers and professionals, news releases and notification regarding public health issues.
- Administer the Medicaid Administrative Claiming (MAC) program including training of staff and sending training certification to MESD, selecting the cost pool and submitting cost pool participant list, developing and submitting the quarterly cost pool report and Medicaid eligible percentage to OHA, ensuring accurate invoicing and payment of the claim.

- Supervise and direct the work activities of departmental employees including assigning and reviewing work, training, and evaluating performance. Take necessary disciplinary action in accordance with our applicable personnel policies and collective bargaining agreements. Recommend hiring and termination decisions to the Harney County Court.
- In the event of a declared emergency by the Harney County Court, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training should occur. Responsible for coordination of Harney County Emergency Plan and associated functions; organization of staff to assist in needed emergent positions and job functions; communication to the public as directed by the Emergency Plan, Harney County Court and the Administrator of Healthcare Services. • Follow all rules of professional ethics and confidentiality regulations.
- Follow the rules of professional ethics and confidentiality regulations

**JOB REQUIREMENTS:**

*KNOWLEDGE, SKILLS AND ABILITIES:*

- Thorough knowledge of public health and the professional practices of a public health department including laws and regulations governing public health.
- Ability to plan and organize work, communicate effectively both verbally and in writing and deal tactfully and patiently with the public.
- Ability to establish and maintain effective and cooperative relationships with the medical community, physicians, related agencies and school officials.
- Ability to establish and maintain client records and associated medical reports. Information communicated ranges from routine/basic to complex and confidential information.
- Knowledge of basic office software programs and ability to effectively use such software. And good typing skills
- Knowledge of the federal and state regulations and guidelines of each of the programs in public health.
- Knowledge and ability to work within grant funding stream budgeting and federal and state funding guidelines.
- Ability to maintain budgets with multiple revenue and expense streams

**EDUCATION AND EXPERIENCE:**

- Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.
- Bachelor's Degree in public health administration or health business management from an accredited college or university and five (5) years of nursing/public health experience, at least two of which are at the supervisory level.

**SPECIAL REQUIREMENTS/LICENSES:**

- Current, or be able to obtain within 30 days of hire, Oregon driver's license, proof of acceptable driving record, and proof of auto insurance.
- Requires successful completion of appropriate background investigation(s) as pertaining to the position.

Return all application to Deanna Atwell at the below email address

Application Closing Date and Time: Until Filled Obtain an employment application and full job description from Human Resources, by email [deanna.atwell@harneycountyor.gov](mailto:deanna.atwell@harneycountyor.gov) or call 541-413-3110, The application is also available on the Harney County website under the Human Resource Department.

**Harney County is an AA/EEOE.**