Job Description

Job Title:	Community Health Director	Classification:	Unclassified
Department:	Health	Grade:	380
Occupational Group:	Leadership	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; plans, coordinates, administers the overall operation of the Joplin Department of Health by performing a variety of technical, administrative, and supervisory responsibilities including long-term and strategic planning while delivering essential services of public health.

Essential Leadership Job Functions

As a member of the City's Management Team, Department Directors provide critical leadership for the organization. Beyond the technical and administrative functions of the Department's operations, these additional essential functions are required for members of the City's Management Team to be successful.

- Ensures compliance for relevant rules, regulations, ordinances, and directives that may be established by the City Manager, City Council, State of Missouri, and Federal Government.
- Collaborates with members of the City's Management Team to promote a cohesive and positive working environment.
- Researches, develops, and recommends solutions to organizational-related issues and concerns; establishes and documents processes that support the continuous improvement of City operations and services.
- Partners with internal leaders and subject matter experts to reconcile variations and conflicts in processes, policies, and practices to work towards simplification, standardization of service delivery, and improved customer service.
- Coordinates, facilitates, and provides high-level project management for strategic planning and change efforts to ensure wide-spread stakeholder understanding, momentum, buy-in, and commitment to address multi-faceted problems and implement sustainable solutions.
- Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process for direct reports and ensures application of the same by Department supervisors and managers.
- Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by ensuring due process is provided in accordance with the City's policies and procedures, conducts fact-finding hearings when appropriate, recommends the appropriate discipline in consultation with Human Resources, and presents a recommendation for disciplinary action to the City Manager prior to issuing the approved disciplinary action.
- Receives critical input from appropriate supervisors and managers before making final hiring or promotional decisions. Ensures departmental hiring and promotional processes are conducted in coordination with and approved by Human Resources. Verifies budgetary approval before proceeding with recruitment or promotional processes and implementing the final hiring decision.
- Develops the Department's annual budget requests, with input from appropriate staff, to provide necessary programs and services for the community as approved by the City Manager's office. Reviews and approves expenditures for non-personnel costs, to ensure spending is minimized and services are maximized throughout the fiscal year. Ensures departmental purchases comply with the

City's purchasing policies and procedures and are authorized in the budget.

Departmental Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Directs the development, discipline, and operation of the Joplin Department of Health including Medical, WIC, Environmental Health and Epidemiology, Emergency Preparedness, Animal Control, and Administration divisions.
2. Develops and revises departmental operating policies and procedures.
3. Develops and monitors budgets, staffing plans, and action plans to ensure proper personnel, facilities, and supplies.
4. Coordinates a variety of outreach and public relations activities working closely with community stakeholders and partner organizations.
5. Plans, promotes, and develops public health projects and programs through strategic visioning, planning, and leadership. Establishes appropriate measures to evaluate programs and service delivery and increase efficiency and effectiveness.
6. Oversees, organizes, and coordinates a variety of grants and contracts to ensure that contract deliverables and program compliance are met.
7. Ensures services are compliant with professional standards and State and Federal requirements.
8. Represents the City and Department in City Council via media inquiries. Coordinates a variety of outreach and public relations activities to inform City residents about the Health Department and its services.

Other Duties

- Ensures the delivery of The Essential Public Health Services and Core Competencies of Public Health to the Citizens of Joplin.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of public health program administration including budgeting, program development/implementation, and employee training, development, and supervision; required criteria for clients to be eligible for various Health Department programs and services; City codes and ordinances related to various health-related programs and services; medical and social services available in the community to meet the other needs of patients; Microsoft Office Suite.

Skill in: Understanding and interpreting complex statutes, ordinances, regulations, and standards; reviewing and evaluating the work of subordinate staff to ensure that established health-related program standards are met; identifying employee training needs; developing and coordinating programs and activities to improve performance; explaining the etiology, symptoms, and treatments for a variety of communicable diseases including AIDS, tuberculosis, and various childhood diseases; planning, organizing, and directing the activities of a community health department; maintaining records and preparing, delivering, and presenting reports in an effective manner; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Public Health, or related discipline. Master's degree in a related discipline is preferred.

Experience: Five years full-time professional public health experience which includes supervisory and/or managerial experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works primarily in an office classification with occasional work in the field. Must possess mobility to work in and around City buildings and facilities, to operate a motor vehicle and drive on city streets; stamina and mobility to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and operate necessary tools and equipment. Limited fieldwork requires walking in areas to perform investigations, identify problems or hazards in kitchens, busy roadways, outdoor pools. The position requires one to bend, stoop, kneel and reach when completing inspections and responding to on-site events. Must be able to lift, carry, push, and pull materials and objects weighing up to 20 pounds or heavier weights with the use of proper equipment. Fieldwork may require exposure to wet, slick, and hazardous surfaces, pesticides, exposure to loud noise, odors, and fumes.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must establish and maintain residency within 12 air miles of Joplin's City Hall.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	