

SARPY/CASS

Health Department

July 25, 2017

The Sarpy/Cass Health Department is seeking a highly qualified individual for the position of Health Director. Interested applicants are invited to submit a cover letter, Curriculum Vitae (CV), or resume and a completed application to the following address:

Sarpy/Cass Health Department
Attn: Shavonna Lausterer, Health Director
701 Olson Drive, Ste. 101
Papillion, NE 68046

OR

You may submit all documents via email to slausterer@sarpy.com.

For a copy of the application, please visit our website at
www.sarpycasshealthdepartment.org/JobOpportunities.html.

Cover letter, CV, or resume and completed application are to be submitted by **August 18, 2017, by 4:00 p.m.** There will be no exceptions past this date and time.

402-339-4334 | FAX 402-339-4235
701 Olson Drive, Suite 101, Papillion, NE 68046 | sarpycasshealthdepartment.org

Position Title:	Health Director				
Agency Unit:	Administration & Finance				
Reports to:	Board of Health	Supervises:	Indirectly: All staff; Directly: Assistant Director, Office Manager		
Employment Status:	Full-time 40 hours/week	Pay Grade:	\$82,712.95 – 111,905.35	FLSA Status:	Exempt

Position Summary: The Health Director (HD) is the senior leader of the Department. This position performs advanced administrative/managerial functions to plan, direct, and evaluate Department services and programs for Sarpy and Cass counties.

Essential Duties: Under the direction of the Board of Health, the HD performs the following essential duties within the framework of the Department’s provision of the core functions and essential services of public health:

- Oversee the planning, development, and implementation of public health services, plans and polices.
- Provide oversight, evaluation, and program management for the Department.
- Assess and monitor health factors in the two counties.
- Develop strategies to effectively communicate health issues to the public.
- Prepare program budgets and promote financial stability by seeking alternative financial sources for funding agency programs, operations, and education.
- Articulate and guide the direction of the Department and programs in accordance with the Board of Health’s written goals and objectives.
- Ensure program compliance to local, state, and federal requirements.
- Provide leadership and support for public health improvement activities.
- Develop positive community relations by promoting public awareness and understanding, as well as, appreciation of agency programs and philosophy.
- Ensure agency business is conducted in a professional manner in conformity with current standards of affiliation, current medical standards, Fair Labor Standards Act, Equal Employment Opportunity requirements, Internal Revenue Codes and NE State Statutes.
- Final decision- maker on day-to day decisions required to do the work of the agency, policies concerning personnel, finance, public relations, and programs.
- Define duties, supervise, and direct work of assigned staff and offer support.
- Understand the duties delegated to staff.
- Implement the work authorized by the Board of Health.
- Consult with other professionals in order to make wise decisions.
- Interpret the work of the department in both formal and informal situations.
- Provide expertise in a variety of leadership areas needed by the Department.
- Understand and complete assignments and identify new areas of concern.
- Represent the educational, experiential and professional skills needed by the Department to implement its programs.
- Act as a bridge between the board, constituents, and the department.
- Assist staff with program implementation activities based on the identification of

program needs.

- Ensure financial support of the department's activities through funding activities such as grants.
- Prepare and submit timely annual report(s) to the Nebraska Department of Health and Human Services (NE DHHS) on activities associated with grants or subcontracts from NE DHHS.
- Conduct annual performance evaluations for assigned staff.
- Provide technical assistance to staff and programs as needed.
- Assist with pre and post-employment process/tasks.
- Conduct new employee orientation for staff, students, contractors and volunteers.
- Develop, coordinate and manage all aspects of the Public Health Accreditation Board (PHAB) accreditation process.
- Collaborate in the development and implementation of quality improvement, performance management and evaluation processes/activities.
- Assist in the preparation and maintenance of departmental administrative procedures.
- Assist with coordinating marketing/media efforts of the department and public requests for information.
- Prepare and analyze reports, including but not limited to, Annual Report, Biannual Statistical Report, program-related reports and State of Public Health Report for the Board of Health; correspondence, procedural and operating manuals, and a wide variety of administrative documentation.
- Review documents for content, accuracy and impact.
- Investigate and manage response to public complaints and inquires on environmental health matters.

Relationship with Board:

- Informs board of department activities, progress and problems.
- Receptive to board member ideas and suggestions.
- Makes sound recommendations for board action.
- Maintains a friendly, courteous attitude toward board members.
- Facilitates the decision-making process for the board.
- Accepts board criticism as constructive suggestion for improvement.
- Gives constructive criticism in a friendly, firm and positive way.
- Follows up on all problems and issues brought to his/her attention.
- Assists the Board in developing a strategic plan for the Department

Effective Leadership of Staff:

- Encourages staff development.
- Deals with staff honestly and fairly.
- Maintains open, concerned and congenial relations with staff.
- Delegates effectively.
- Involves staff in appropriate decision-making.
- Communicates well with staff.
- Assesses the performance of employees fairly and reasonably.
- Develops the department's staff recruitment and retention plan

Management Skills and Abilities:

- Prepares all necessary reports and keeps accurate records.
- Speaks and writes acceptably.
- Plans well in advance.
- Is progressive in attitude and action.
- Ability to take on tasks/issues presented by board, staff and community and to find successful resolution.
- Ability to multitask.

Personal and Professional Attributes:

- Displays good grooming.
- Projects professional demeanor.
- Participates in professional activities such as association activities.
- Ability to work with different groups in the community, i.e., Commissioners, City Council, Trustees, etc.
- Participates in after-hour events, activities, organizations, etc. for the benefit of the department.

Fiscal Management:

- Prepares a balanced budget.
- Completes the year with a balanced budget.
- Displays common sense and good judgment in business transactions.
- Involves administrative team in active participation in the budget formulation process.
- Is conscientious of the fiscal condition of the department.
- Explains the budgeting process, reports, etc., to the board either during monthly meetings or brainstorming meetings.
- Cognizant of auditor's annual findings and observations and recommends adjustments to the board.

Community and Public Relations:

- Represents the department in a positive, professional manner.
- Actively promotes the department to the public.
- Accepts public criticism and responds appropriately.

Additional Duties:

- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees/work groups, and contribute to a work environment where continual improvements in service and professional practice are pursued.
- Adhere to all HIPAA and Department confidentiality and privacy policies and practices.
- Participate in needs assessments and strategic planning. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.
- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other

Departmental documents including mileage reports and time sheets.

Qualifications:

- Education and Experience:*
- Master of Public Health (or Master-level degree in a closely related field) with experience in leading a comprehensive public health agency with complex program and funding considerations.

- General:*
- Completion of National Incident Management System (NIMS) training courses within three (3) months of hire.
 - Other training specified by and approved by the Board of Health
 - Must possess a valid driver's license at the time of hire, and maintain it throughout the course of employment.
 - Must possess own mode of transportation.
 - Successful completion of a criminal records check and drug screen test.
 - Non-tobacco user.

- Knowledge , Skills and Abilities:*
- Knowledge of and compliance with all powers and duties of Health Directors as set forth in Nebraska Revised Statutes 71-1626 to 71-1636, as amended.
 - Knowledge of the history, purpose, and program, policies, and practices of the department.
 - Knowledge of the methods, principles, and practices of public health and the ability to interpret and implement those methods, principles, and practices.
 - Ability to travel locally, within the state, and occasionally to other states.
 - Proficient in using Microsoft Office products.
 - Skill to operate standard office equipment and communication equipment.
 - Ability to lift/carry 25 pounds.
 - Tact, demonstration of cultural awareness and sensitivity, and use of good judgement and common sense while executing the roles and responsibilities of the job.
 - Ability to make independent decisions and to work as a team member depending on circumstances.

Work Environment: Work is generally performed indoors in an office setting. The workplace is a smoke-free, drug-free environment. Some work during evenings, weekends, and holidays may be necessary. Situations and incidents may expose the Director to inclement weather, adverse driving conditions, communicable diseases, disease vectors, and hazardous chemical or biological materials. Work may require long periods of sitting or standing.

This position qualifies for exempt status under the Fair Labor Standards Act. Under Nebraska Revised Statute 71-1631, each director of a public health department must be approved by the Nebraska Department of Health and Human Services. The position of Director requires a 30-day notice of termination.

I have read the above job description and agree to carry out the responsibilities described therein.

Signed:_____ Date:_____

Board of Health President:_____ Date:_____