



DEPUTY DIRECTOR JOB DESCRIPTION

Job Title: **Deputy Director**

Job Code: **HS109**

Pay Grade: **27**

Effective Date: **May 2017**

FLSA: **Exempt**

Revision Date: **May 2017**

NATURE OF WORK

Under limited supervision, plans, directs and manages programs and staff to protect the health and safety of Lewis County residents; assures compliance of program activities with Department goals and objectives, State and Federal laws, and County policies and procedures. Direct program oversight of Community Assessment, Communicable Disease, Social Services, and Family Health programs. Assists the Director of Public Health & Social Services in developing, managing and implementing annual and long-range programs to accomplish departmental goals and policies. Collaborates with individuals, agencies, and institutions in the community to improve public health.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and directs the daily activities of the Community and Social Services division through appropriate delegation, managerial support, and work supervision; directs the Community Assessment, Communicable Disease, Social Services and Family Health programs; acts in the place of the Director during Director's absence or as assigned.
- Coordinates integration of services with other programs, departments and agencies to identify, prevent, control and correct public health threats and control disease vectors; analyzes trends and evaluates program requirements and resource utilization; negotiates and monitors contracts and agreements.
- Plans, prioritizes and assigns tasks and projects; directs the development of performance standards; counsels, trains and coaches staff; monitors work, develops staff skills, and evaluates performance.
- Meets regularly with staff to offer technical advice and guidance; analyzes and evaluates issues and proposals, develops recommendations, and directs the implementation of solutions.
- Monitors operations and procedures; develops and approves recommendations for improving program operations and processes; assures that strategic goals are reached.
- Develops, evaluates and implements goals, objectives, policies and procedures; monitors programs, and develops standards for program planning and service evaluation; assures activities are in compliance with all laws, policies, regulations and goals; assures compliance with Washington State Department of Health Consolidated Contracts for local public health services funding; assures compliance with Washington State Department of Social and Health Services funding; assures compliance with other funding sources as appropriate.
- Develops and monitors budget for programs and services; assures that appropriate services are provided; writes grant applications, monitors grant program activities, and assures compliance with program standards and performance guidelines; coordinates information and assures effective communications between programs and other agencies.
- Conducts research and strategic planning functions; analyzes workload trends and makes recommendations for staffing adjustments and personnel assignments.

- Reviews and comments on proposed changes in statutes and regulations.
- Represents the Department at meetings, regulatory commissions and boards; serves as information source and liaison between the County and various community and advocacy groups, and state and regional organizations, including Washington State Association of Local Public Health Officials (WSALPHO) and Association of County Human Services (ACHS).
- Responds to complaints, coordinates risk assessments and directs the resolution of issues.
- Assures client record systems meet state laws, grant requirements, and quality assurance standards.
- Responds to emergency incidents involving Department programs.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office environment; light physical demands; frequent use of a personal computer.

DISTINGUISHING CHARACTERISTICS:

This Deputy Director position also functions as Community and Social Services Division Manager; incumbent directs programs and staff to achieve their strategic goals.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Nursing, Public Health, Biological Science, Chemistry, Mathematics, or related science field; AND eight (8) years' experience in clinical public health programs; Or, a Master's Degree in public health or related field with less than (8) years' experience

Must possess a valid Driver's License. Additional technical certifications may be required.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- County policies and procedures.
- Federal, State, and County laws, codes, rules, and regulations related to public health and social services.
- Management theory, principles and practices.
- Community resources and public health programs for appropriate referrals.
- Regional public health protocols, communicable disease issues, and reporting standards.
- Techniques of investigating and researching public health problems and conditions.
- Public health research protocols and statistical evaluation principles and methods.
- Principles of record keeping and records management.
- Customer service and public relations methods and practices.
- Principles and practices of database systems, computerized data compilation techniques, and statistical and spatial models for computer analysis.
- Surveillance program design and management.
- Infectious disease transmission patterns.

Skills in:

- Assessing, analyzing, and identifying problems, and recommending effective solutions.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance
- Working effectively with others to develop solutions for public health problems.
- Applying public health principles.
- Developing public health assessments and evaluating clinical and non-clinical service practices.

- Establishing and maintaining effective working relationships with co-workers, other County employees, and representatives from other City, County, Regional, State and Federal agencies.
- Understanding, developing, manipulating, and analyzing database information in a variety of data formats.
- Compilation, analysis, and presentation of technical and statistical information in reports.
- Interpreting technical instructions and analyzing complex variables.
- Reading, understanding, interpreting and applying relevant County, State and Federal statutes, codes, rules, and regulations.
- Utilizing scientific principles of investigation.
- Assessing and prioritizing multiple tasks, projects and demands.
- Evaluating, analyzing, and identifying problems, and recommending effective solutions.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.