

# CITY OF MENASHA

## Position Description

**Position Title:** Public Health Director

Department: Public Health

Status: Exempt

Position Reports To: Mayor

Date of Description: March 3, 2014

### **SUMMARY**

This is a department head position responsible for the operation of the Health Department and the Senior Center, including: planning, implementing, and administering public health, school health, city safety, and consumer protection programs. The work involves supervising public health nursing, dental hygiene, and environmental health/consumer protection staff.

### **ESSENTIAL FUNCTIONS to include the following:**

- Directs and administers the operations of the Health Department and the Senior Center.
- Plans, administers, supervises, and participates in public health nursing programs, environmental health/consumer protection programs, and the City's safety program.
- Coordinates and supervises Menasha Joint School District school health programs and school visits by nurses and other departmental staff.
- Evaluates and interprets present and potential health needs of the community, and updates the community health improvement plan as needed.
- Develops and maintains community and department statistical recordkeeping.
- Plans and promotes special public health programs and activities such as mass flu and immunization clinics.
- Prepares, presents and administers the annual budget for the Health Department, Senior Center and City safety program.
- Prepares grant applications, monitors grant activities, completes and submits required budgets and program reports.
- Selects, trains, and evaluates health professionals and support staff, and maintains administrative records.
- Monitors epidemiological investigations for reportable communicable disease events for compliance with state statutes on communicable disease control.
- Collaborates with staff in the development of departmental quality improvement, performance management, and evaluation activities.
- Oversees the development and delivery of programs and activities (including home visits) that promote health and prevent disease in individuals, families, and population groups.
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services; and assists in the utilization of those services.
- Monitors agent contract activities for Wisconsin Division of Health, Department of Agriculture Trade and Consumer Protection, Department of Administration, and Department of Natural Resources.

- Directs and monitors the sanitary health issues of the City, and, with staff, investigates human health hazard complaints and maintains records.
- Serves on multi-agency committees involved in public health policy development and maintains contact with various community organizations.
- Participates in emergency preparedness activities for the City, and responds to all terrorism threats to the community.
- Responsible for health officer duties as found in Chapters 250-255 of the Wisconsin State Statutes.

### **POSITION REQUIREMENTS/QUALIFICATIONS**

Requires a bachelor's degree from a four year college or university supplemented by the attainment of a masters degree in nursing, public health, public administration, or related field; and a minimum of 3-5 years of experience in the field of public health, nursing background a plus; or an equivalent combination of education and experience providing the following knowledge, abilities, and skills:

- Knowledge of the principles of public health administration and public health nursing supervision.
- Knowledge of local health department policies and practices, and of relationships between state and local departments.
- Knowledge of trends in general health education.
- Knowledge of the goals, methods of practice and resources of professions and agencies participating in public health programs.
- Ability to supervise and participate in program planning.
- Ability to explain and interpret public health laws, rules and regulations.
- Ability to plan, assign, and supervise the work of others.
- Ability to maintain constructive relationships with community agencies, businesses, and professional groups.
- Ability to maintain accurate, confidential, and complete records and to prepare clear and concise reports.
- Ability to establish and maintain working relationships with other City employees, officials, and the public.
- Ability to prepare and maintain a department budget.
- Ability to respond and make decisions in emergency situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of a valid Wisconsin Driver's License, with a good driving record.
- Proof of Professional License, if applicable, is required.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Availability and ability to work outside normal work hours with minimal notice.

## **FUNCTION OF POSITION DESCRIPTION**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.