

Clarke County Public Health Department Job Description

Name:		Department:	Public Health
Position Title:	Public Health Administrator & County Sanitarian	Pay Grade:	TBD
Status:	<u>Salary / Exempt Employee</u>	Reports To:	Board of Health (BOH)

Primary Purpose of Position

- The primary purpose of this position is to plan, manage, supervise, coordinate, implement and monitor public health programs, staff and services provided to the communities of Clarke County as defined by federal, state, and county statutes and ordinances. Within this role as Administrator, you will also be responsible to plan and implement public health and environmental health programs; providing information regarding public health and environmental regulations for Clarke County.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the Board of Health.

1. Financial and Budget Management

- Creates and monitors the annual operating budget.
- Submits the annual budget to the Board of Health (BOH) for review and approval for submission to the Board of Supervisors (BOS).
- Establishes fee schedules and ensures accurate billing and accounting of all fees for eligible programs and services.
- Notifies the BOH/BOS of unexpected budget shortfalls or expenditures.
- Prepares and submits bi-weekly payroll reports to the auditor.
- Prepares and submits monthly claims for approval.
- **Grant Funding:** Researches and applies for grant funding to support existing or initiate new programs/services

2. Staff Management and Human Resources

- Maintains, hires, and terminates all staff sufficiently to accomplish the agency's mission, with BOH approval.
- Provides orientation, training, and monitors skill competency.
- Delegates staff to areas based on qualifications, skill competency, and workload.
- Performs yearly evaluation of staff performance.
- Maintains current and confidential staff personnel files.
- Holds monthly staff meetings.

3. Public Health Programs and Community Focus

- Facilitates community response in the event of a public health emergency.
- Advocates for rural public health needs.
- Develops knowledge of community resources and refers appropriately.
- Develops awareness of specific populations with population-specific health needs.
- Performs and communicates the results of the Community Health Needs Assessment.
- Develops contracts with individuals or agencies for needed services.
- Programs, services, and policies will be evaluated annually to determine strengths, weakness, barriers, and opportunities.

4. County Sanitarian / Environmental Health Duties

- Interprets health and environmental regulations and program objectives to the public.
- Reviews and approves private wastewater treatment system plans and specifications, issues system permits, and inspects systems.
- Inspects private water wells, plugs abandoned wells, tests private well drinking water, issues well drilling permits, and assists with well rehabilitations.
- Investigates written and verbal complaints regarding alleged sanitary violations and assists other agencies at their request.
- Assists in developing and revising ordinances, rules, regulations, and policies regarding assigned functions.
- Collects, identifies, and tests wastewater and other water samples, as required, for compliance with standards.
- Writes comprehensive reports for official use.
- Issues legal notices and recommends remedial actions.
- Develops, maintains, and enforces dog and animal bite policies.
- Informs the public of environmental health related information via social media, newspaper, radio, etc..

5. Compliance, Reporting, and Administration

- Ensures compliance in all agency programs, services, and policies.
- Performs contract duties in conjunction with IDNR.
- Performs tasks in relation to 28E agreements.
- Testifies in court as needed.
- Attends meetings (including BOH Meetings, minimum six per year), training, and conferences.
- Maintains required Continuing Education Units (CEU's) for the position.
- Prepares filing information, correspondence, and notices.
- Provides and assists the BOH in the annual review of the Public Health Agency mission, purpose, policies, programs, and services.

Essential Knowledge, Abilities & Skills

The individual must possess the following essential knowledge, technical skills and cognitive abilities to perform the duties of the position:

1. Communication and Interpersonal Skills

- Ability to **clearly communicate and promote** the mission, programs, and services of the Clarke County Public Health (CCPH) Agency.
- Ability to facilitate **open communication** with the Board of Health, Board of Supervisors, and other County and State departments and governing entities.
- Ability to **advise and interpret** how to apply policies, procedures, and standards to specific situations.
- Ability to **persuade, convince, and/or train** others, including acting in a lead worker capacity.
- Ability to **maintain contact** with the Iowa Department of Health and Human Services Regional Community Health Consultants.
- Ability to **effectively present information and respond to questions** and situations with clients, providers, regional staff, and representatives of other agencies.

2. Analytical and Data Management Skills

- Ability to **analyze data and information** using established criteria, to determine consequences, and to identify and select alternatives.
- Ability to **classify, compute, tabulate, and categorize** data.

- Ability to **compare, count, differentiate, measure and/or sort**, as well as assemble, copy, record, and transcribe data and information.
- Ability to **utilize technology** to communicate, analyze, and interpret agency and state data.
- Ability to **calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships**.
- Ability to **interpret basic descriptive statistical reports**.
- Ability to **utilize a variety of advisory data and information**, such as technical reports, statutes, Iowa Administrative Code, lab results, maps, and Federal and State guidelines.

3. Planning and Organizational Skills

- Ability to **plan ahead, recognize barriers, and utilize the nursing process to solve problems**.
- Ability to **formulate a plan to resolve and eliminate barriers**.
- Ability to **organize and prioritize** agency programs and needs.
- Ability to **supervise and facilitate** agency activity by direct supervision and delegation.

4. Technical and Equipment Operation

- **Proficient use of Microsoft Suite of Programs**, technology, and other software or web-based programs.
- Ability to **operate equipment and machinery** that require simple but continuous adjustments, such as a motor vehicle, computer, tablet, fax machine, photocopier, scanner, tape measure, levels, diagnostic instruments, soil probes, and shovels

Minimum Training and Experience Required to Perform Essential Job Functions

- A bachelor's degree in Public Health, Administration, Business or Public Administration, Environmental Health, or a related field is required, with two years of public health experience preferred; alternatively, a current Iowa RN license with at least two years of health-related experience may qualify, and a master's degree may substitute for one year of experience—equivalent combinations of education and experience will be considered.
- Valid Iowa Driver's License and provide proof of insurance coverage.
- Annually, complete 12 hours of continuing education by IEHA (Iowa Environmental Health Agency) and initially within 6 months of hire.
- This role will be required to undergo one-on-one onboarding through the Bureau of Environmental and Local Public Health, in addition to a New Environmental Health Specialist Training, offered once a year.

Physical and Mental Abilities Required to Perform Essential Job Functions

The following abilities are essential to performing the duties of the Public Health Administrator & County Sanitarian role:

1. Cognitive and Judgment Ability

- Ability to **use functional reasoning and apply rational judgment** in dealing with patients and the general public.
- Ability to **deal with problems involving several variables** in a variety of situations.
- Ability to **exercise the judgment, decisiveness, and creativity** required in situations involving the evaluation of information against measurable criteria.

2. Language and Communication Ability

- Ability to **effectively present information and respond to questions** and situations with clients, providers, regional staff, and representatives of other agencies.
- **Desired (but not required):** Ability to communicate effectively in **Spanish** both written and verbal.

3. Physical Requirements

- Ability to **coordinate eyes, hands, feet and limbs** in performing skilled movements required by the classification.
- Ability to exert **moderate physical activity**, involving:
 - Sitting and walking.
 - Occasional bending, stooping, and crouching.
 - Talking and hearing.
 - Lifting, holding, and carrying a variety of objects.
 - Mild to moderate physical demands, including **lifting and carrying**.
- **Vision abilities** required include close vision, color vision, and the ability to adjust and focus.

4. Environmental Conditions and Exposure

- Ability to **work in an office and in the field**.
- Ability to perform duties under a **variety of conditions**, including inside and outside, and in all types of weather conditions.
- Possible exposure to **communicable disease** and other conditions common in the client/patient population.
- Occupational exposure to **blood, body fluids, and other potentially infectious materials**.
- Work under moderately safe and comfortable conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, violence, noise, machinery, electrical currents, disease and/or dust, may cause some discomfort and where there is minor risk of injury.

Compliance

- Compliance with the employer policies, department work rules, and employee handbook.

Clarke County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, SIT will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

How to Apply: Please complete application form on the Clarke County Iowa website at this link: <https://clarkecounty.iowa.gov/wp-content/uploads/2022/07/Clarke-County-Employment-Application.pdf>.

Send application and/or resume to:
Clarke County Public Health
109 S Main St.
Osceola, IA 50213

OR

Submit to the Clarke County Board of Health via email to Teresa Jackson at
mustang1@grm.net