

POSITION DESCRIPTION

Classification:	Division Director
Title:	Division Director
Employee Name:	Vacant
Division:	Prevention Services
FTE:	1.0
FLSA:	Exempt
Represented Status:	Non-represented
Salary Range:	26
Position Number:	238
Effective Date:	April 21, 2020
Revised From:	April 2017

Definition:

Under direction of the Administrative Officer or designee, incumbent is a member of the Executive Leadership Team and works collaboratively with the team to advise on and carry out the mission and strategic plan of the Snohomish Health District. The incumbent is responsible for planning, organizing, directing, and administering the operations of programs within the Prevention Services division and assists the Health Officer with enforcement of the communicable disease control laws and regulations of Washington State. In the event of an emergency, the incumbent will serve as a member of the Incident Command Team.

The incumbent exhibits managerial courage and exceptional leadership as a responsible decision maker through strategic agility, innovation and effective results. The incumbent represents and articulates the interests and priorities of the agency and public health at Board of Health, Public Health Advisory Council and other community meetings, workshops and events. The incumbent provides a broad view and understanding of the field of communicable disease and maternal-child health as it relates to public health concepts and practices, demonstrates ability to build and maintain effective teams within the Prevention Services division as well as with other internal and external partners and is expected to apply extensive knowledge of modern management techniques and concepts to situations involving administration, policy and procedure development.

Work is performed under long-range managerial direction in terms of broadly defined missions or functions. Incumbent has complete responsibility for their work and work is reviewed for conformance to goals and objectives of the District and the division. Results of work are considered to be technically authoritative and are normally accepted without significant change. Work may be reviewed for fulfillment of organizational objectives, effect/advice and influence of the overall programs in area of responsibility, and the contribution to meeting the District's and community's needs.

Examples of Work Performed:

- Directs the activities of the Prevention Services division, including communicable disease control programs, assessment, maternal and child health services, and health promotion and prevention programs.
- Attends meetings of the Board of Health to represent the agency's interests and priorities and articulate the division's issues.

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- Analyzes and prepares data and information and composes staff reports, memos, technical reports and presentations as needed or requested and presents such information to the Board of Health and its committees or other agencies and organizations.
- Develops annual goals and objectives for the agency and division and performs long-range planning in conjunction with management staff and district administration.
- Participates in and supports emergency preparedness and response activities, including preparedness for the division, agency, and community.
- Maintains an effective working relationship with other local health department/district counterparts throughout the state, with staff of local health and social service agencies, and with the Department of Health and the Department of Social and Health Services.
- Networks and collaborates with other health care providers and organizations in the community and markets the District and the division as appropriate.
- Oversees the supervision, coaching, mentoring, training, and performance evaluation of all division staff; directly supervises and evaluates the division's Assistant Director; communicates the need for corrective or disciplinary action to appropriate District personnel and initiates or approves disciplinary action for division staff.
- Guides quality improvement, performance management, and workforce development in the division.
- Communicates in an effective manner with division management and staff on a regular basis, acts as district spokesperson as needed.
- With appropriate approval, designs and implements programs; obtains grants as appropriate to fund on-going or new programs; prepares contract work statements as appropriate and assumes responsibility for monitoring of all divisional contracts and grants.
- Develops and oversees annual expenditure and revenue budgets, and takes corrective action as needed; reports and addresses any variations from the budgets that will not be resolved within the fiscal year in a timely manner.
- Ensures compliance with all laws, regulations, and District policies within the division.
- Reviews divisional program quality assurance data regularly to assure quality of service delivery; reviews staff productivity indicators regularly and assures a high level of productivity.
- Assures accurate reports on division activities are provided as requested.
- Coordinates and supports the activities of the division with the activities of other divisions in the District and other community partners as appropriate.
- Serves as a member of the Executive Leadership Team to recommend, collaborate, review, and manage district-wide issues, budgets, and policies.
- Ensures delivery of exceptional customer service to prevention services clients.
- Provides key leadership for modernizing delivery of programs in prevention services division.
- Incorporates principles of safety and stability, collaboration and empowerment, compassion, equity, and resilience into the Prevention Services Division culture.
- Represents the district on local, regional, and state committees and work groups.
- Participates in agency wide labor negotiations and in regular labor-management meetings.

Associated Duties:

- Assists with epidemiological investigation of any outbreak of contagious or infectious disease, disease related to environmental exposure or other unusual increases in illness.
- Shares in the monthly rotation of the 24-hour District duty phone.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of theories, principles, techniques, and practices of public health.
- Knowledge of Washington State public health laws and regulations; District health regulations, epidemiology (particularly principles of disease control and prevention and investigation of disease outbreak), outbreak management and response, and technological changes in public health science.

- Knowledge of the principles and practices of management, including budgeting, personnel, planning, program analysis, and evaluation.
- Knowledge of current literature, trends, best practices and developments in administration, public health, organizational theory and management of community mobilization.
- Skilled in providing leadership and supervising and motivating staff in a manner conducive to efficient and effective work performance and positive morale.
- Skilled in effective oral and written communications.
- Ability to use assessment information for policy development.
- Ability to develop results-oriented goals and objectives, and to plan, organize, coordinate, and manage both clinic-based and field-based public health services.
- Ability to effectively manage the various activities and components associated with a multi-agency, countywide response in a public health emergency.
- Ability to provide leadership and to supervise and motivate staff in a manner conducive to efficient and effective work performance and positive morale.
- Ability to display managerial courage through constructive messaging and appropriate actions.
- Ability to work independently and as part of a multidisciplinary team.
- Ability to delegate responsibility.
- Ability to work collaboratively and effectively with persons from different disciplines and agencies.
- Ability to exercise initiative, tact, discretion, and judgment in carrying out division responsibilities.
- Ability to establish and maintain effective working relationships with staff, District officials, colleagues, other professionals, and the public.

Job Location, Working Conditions, and Equipment Utilized:

Work is performed in a variety of settings, such as an office cubicle and various community based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer and mobile technology. The incumbent will generally work in an office setting or out in the community at various settings. The noise level in the work environment is usually moderate. Work may include traveling to community organizations such as schools, hospitals, clinics and social service agencies; other travel may include local or statewide for meetings and other forums. Travel is required to locations both in and out of the County, including some early morning and evening meetings, with potential for overnight travel in some instances.

Required Physical Traits:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations, locations within Snohomish County and within Region 1 (5 counties).
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl; and smell in the performance of field and office duties.

- Duties require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis. Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally.
- Requires the ability to communicate with others orally, face to face and by telephone

Education and Experience Required:

Education: Master's Degree from an accredited institution in public administration, public health, health services management, nursing, health education or a closely related field; OR Bachelor's Degree from an accredited institution involving major study in public administration, public health, health services management, nursing, health education or a closely related field.

Experience: 6 years progressively responsible work experience working in a public health or similar agency, with at least 4 years in a supervisory capacity with a Master's Degree; OR 8 years of progressively responsible work experience working in public health or similar agency, with at least 4 years in supervisory capacity with a Bachelor's Degree.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience that would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- Nurses must have a valid Washington State Registered Nurse License.
- Valid Washington State driver's license or ability to obtain one within 30 days of hire and a driving record that meets the requirements of Snohomish Health District's insurance carrier.
- Background check pursuant to RCW 43.43.830.

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Administrative Officer Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.