



Health and Human Services
Director
Class code: 01109
Employee Group: Management/Confidential
FLSA: Exempt
Salary Band: 19

I. Position Summary

Plans, organizes, and directs the provision of Health & Human Services including, but not limited to, Developmental Disabilities, Mental Health, Substance Abuse services, Public Health and Environmental Public Health services, Animal Control, and Veterans Services in Jackson County. Perform, administer, and delegate (when appropriate) duties and programs required by Oregon Revised Statutes for the position of Public Health Administrator and Mental Health Program Director.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Implement and enforce statutes, policies and administrative rules protecting the public health including sanitation, communicable disease and medical intervention programs; responsible for emergency decisions to protect public health under the authority of the Oregon Health Authority. Under ORS 431.440 Public Health Administrators have police powers in all matters pertaining to public health.
- Directs department operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.
- Provides managerial leadership and directs the selection, supervision, and evaluation of staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other confidential personnel matters. Provides training and motivation to make full use of individual capabilities and to meet changing system demands.
- Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective provision of health and human services in compliance with county standards and federal, state, and local laws.
- Prepares and administers the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels. Implements ongoing adjustments to stay within budget targets and resources available.
- Directs the application of public funds and contracts. Executes and oversees contracts with subcontractors; assures proper monitoring of contracts and programs.
- Develops short and long-range plans, goals, and objectives for health and human services; develops service plans and performs or directs needs assessments; coordinates department programs with other departments and governmental agencies.
- Provides policy, direction, support, and liaison between BOC appointed advisory boards to incorporate community, advocate, consumer, and special interest input into planning and program development.
- Analyzes and recommends improvements to existing services and operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations.

- Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with staff, public officials, the general public and representatives of other agencies.
- Represent the County at meetings and conferences with local, State, and/or Federal groups and agencies for matters related to the operations of the Department. Seeks and draws upon other public and volunteer organizations for services, consultations and/or skills as they relate to various program needs. Participates on a variety of boards and commissions; attends and participates in professional groups and committees.
- Maintain an awareness of new legislation or statutes, Administrative Rules, techniques and procedures used in providing the Department’s program related services; provide recommendation on legislative or statute revisions as required.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Knowledge of practices, principles, and procedures of Health and Human Services systems and State of Oregon service delivery systems and requirements.
- Thorough knowledge of modern principles and practices of management and supervision.
- Knowledge of public contract and funding application procedures and practices and contract negotiation.
- Knowledge of legal requirements, regulations, and laws applicable to area of assignment.
- Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, grant writing, and record keeping.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to develop department goals and objectives and to conduct and implement planning activities.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to communicate effectively both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to develop and maintain effective working relationships with staff, public officials, the general public, and representatives of other agencies.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- A Master’s degree from an accredited college or university in public health, health administration, public administration, behavioral, social or health science, or related field AND seven years of

- executive, professional level experience in the health and human services field; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

- Must meet the minimum standards (or ensure the ability to delegate) for management of the Mental Health and Developmental Disability Programs as defined in ORS 430 and OAR 309-014-0020.
- Must meet the minimum standards (or ensure the ability to delegate) for a Public Health Administrator as defined in ORS 431, OAR 333-014-0050 and as adopted by the Conference of Local Health Officials.
- Valid Oregon State Driver’s License with an acceptable driving record.
- Must successfully pass a criminal history check, including fingerprinting, as mandated by Oregon Revised Statutes.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Requires driving and travel.

Working Environments

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management’s decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 12/11