

**INGHAM COUNTY
JOB DESCRIPTION**

**DEPUTY HEALTH OFFICER
FOR
NURSING SERVICES AND SPECIAL PROGRAMS**

General Summary

This Deputy Health Officer is responsible for the management of the Bureau of Nursing, the Office of Disease Control, and the Bureau of Planning and Special Services in accordance with the mission and philosophy of the Health Department and in compliance with state and federal standards, policies, guidelines and grant funded requirements. The Deputy Health Officer works under the direct supervision of the Health Officer and is expected to work with broad administrative guidance and direction. The position directs managers, professionals, nurses and support staff who coordinate and execute Health Department services and programs for consumers in and outside of Ingham County. The Deputy Health Officer is responsible for fiscal management of the offices supervised along with negotiating and executing contracts with other units of government, profit and non-profit organizations and institutions. The Deputy Health Officer acts as a representative of the Health Department at state and local functions and serves as a senior liaison with the State of Michigan, local health care systems, other governmental agencies, the media, and community organizations.

Essential Functions

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1). Program Management - Manages and oversees three significant areas of public health operations: Public Health Nursing, Communicable Diseases and the Office of Planning and Special Services. The Deputy is a second level manager who oversees both managers and supervisors who are responsible for developing and implementing Health Department programs. These programs include a broad array of public health nursing functions, nontraditional nursing functions, communicable disease control and prevention programs, and an array of programs aimed at engaging the community at a grassroots level to enhance public health. Due to the breadth and depth of these programs, the Deputy must be skilled at working with other senior leaders within the Health Department and also with a diverse population of community leaders.

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2). External Affairs/Health Disparities. The Deputy is the primary liaison between the Health Department and community leaders on efforts to promote public health at the grassroots level, address health disparities, and spearhead and monitor the Health Department's social justice initiatives. The Deputy understands and analyze the association between social justice and public health using evidence-based and scientific methodologies, seeks innovative ways to address this association, and engage community leaders on strategies that will assist vulnerable populations to improve their quality of life.

3). Fiscal management. The Deputy develops budgets, monitors revenue and expenses, prepares and analyzes financial information, authorizes purchases and attends administrative staff budget meetings.

4). Health Department Liaison. The Deputy represents the Health Department and participates in multiple public health functions at the state and local level, with the Michigan Association for Local Public Health and National Association of County and City Health Officials, and with community agencies, including appropriate departments at Michigan State University.

Other Functions:

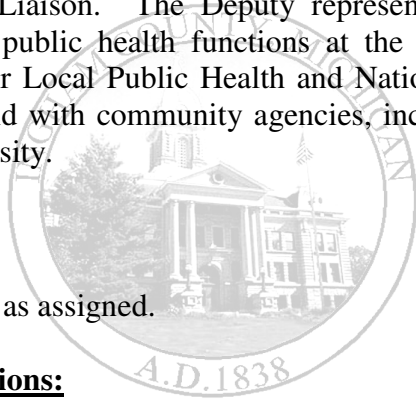
5). Performs other duties as assigned.

Employment Qualifications:

Education: Possession of a Master's Degree in Health Education, Public Health, Public Administration or related health or management field. Position requires technical knowledge, administrative skills and mature interpersonal competencies.

Experience: Five years experience in the supervision, management and administration of health programs, preferably including public health, and in working with a diverse workforce. Strong background in the following areas: nursing or field experience as a public health nurse, exposure to community-based public health practice and the role of social justice in individual and community health. Demonstrated track record of strong interpersonal communication skills — both verbal and written.

Other Requirements: Nursing licensure preferred, but not required. A valid Michigan driver's license.



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The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Walks over uneven terrain and climbs stairs to gain access to work site locations.

Ability to enter and retrieve computer information.

Lifting—Person will occasionally be required to lift minor objects under 40 lbs of weight.

Walking—Deputy will be required to meet with community leaders in their neighborhoods; this may require ability to traverse the neighborhood with them.

Other physical requirements...

Prolonged standing during presentations or while at community events

Working Conditions:

Works in office conditions.