

# INGHAM COUNTY JOB DESCRIPTION

## ASSISTANT DEPUTY HEALTH OFFICER

### General Summary

The Assistant Deputy Health Officer (ADHO) assists the Health Officer managing day-to-day operations of the Ingham County Health Department. Prepares for and organizes regular senior staff meetings, follow-up with staff and external partners to ensure timely completion of assignments, manages the pool of administrative assistants who assist senior managers, and act as a spokesperson for the Health Department. The ADHO also responsible for the Health Department's accreditation effort and develops an ongoing performance matrix to monitor program successes and compliance with budgetary guidelines. The ADHO works under the direct supervision of the Health Officer and represents the Health Department at state and local functions, with 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). Assist in the operation of day-to-day activities. The Assistant Deputy Health Officer (ADHO) engages in a broad array of activities on a daily basis. The ADHO provides comprehensive assistance to the Health Officer to help organize and ensure the proper completion of Ingham County Health Officer duties and responsibilities. The ADHO assures Health Officer directives are received and understood by appropriate personnel, monitor operational progress on outstanding work assignments, help to organize functional teams, and ensure the completion of requirements in a timely manner. Also assist the Health Officer with internal and external communications, both verbally and in writing. The ADHO ensures the proper presentation of Board of Commissioner Resolutions and the vetting of Resolutions through appropriate Ingham County Health Department Staff. Also organizes and prepares regular (e.g. biweekly) administrative senior staff meetings.

2). Develops and monitors office-specific performance matrices which monitors progress in programmatic areas. This is necessary for the Health Officer to have better situational awareness of programmatic achievements. The ADHO develops and modifies this performance-measuring tool, in conjunction with program managers. Responsible for the presentation of this information at, among others, senior staff, managerial, health department wide, and Board of Commissioners Meetings.

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3). Lead staff effort to ensure completion of Ingham County Health Department accreditation requirements. The Health Department is presently on a three-year accreditation cycle with the Michigan Department of Community Health. This critical job function requires attention throughout the course of the cycle, but particularly as accreditation nears, during the accreditation process, and in response to accreditor's comments. The ADHO works broadly and independently throughout the department to ensure ICHD is well prepared and responsive to the accreditation process. Moreover, as public health officials discuss a national accreditation program, the ADHO monitors developments in this arena.

4). Assists Health Officer with external communications and public relations. The ADHO serves as a principle spokesperson for the Health Department with the media and external constituents. Performs risk communication responsibilities, particularly for emergency preparedness activities. Also responsible for the risk communication section of the ICHD emergency preparedness plan.

5). Manages pool of administrative assistants who support senior managerial staff. The ADHO responsible for the supervision of the administrative assistants who support the Health Officer and Deputy Health Officers.

### **Other Functions:**

6). 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. Some management/supervision and health care/administration experience is preferred.

**Experience:** Three to five years experience working in programmatic areas in state or local public health. Should also have a proven track record in organizing efforts to address complex problems and in effective written and verbal communication skills. The ADHO must have strong interpersonal skills.

**Other Requirements:** 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 information from the computer.

**Working Conditions:**

Works in office conditions.

