

PUBLIC HEALTH SERVICES DIVISION ADMINISTRATOR

DEFINITION

Under the general direction of the Human Services Director, provides overall management of all division public health and environmental health services programs. Performs related duties as required. Services provided by the division include: community public health, school health nursing, Health Check, WIC (Women, Infants and Children) program, farm safety program, case management services for risk children and mothers, environmental health programs including inspection of food service facilities and public beaches, epidemiological responses to communicable diseases. Performs related duties as required.

EXAMPLES OF DUTIES

Responsible for the overall planning, direction and operation of all public health services in Dane County outside the City of Madison; recommends policies to the director; is responsible for management and control of the division's operating budget; is responsible for the development, analysis of issues and presentation of the division's annual budget; works with division staff to identify issues, emerging problems and initiatives and options for consideration related to needed programs and service responses; supervises public health nursing and environmental health section managers including receiving and making recommended hiring actions, performance evaluations, other personnel transactions; hears and responds to all first step grievances from division employees; initiates special studies and surveys of public health needs; provides staff support to the Dane County Board of Health; interprets program issues and program considerations to other community agencies; works with supervisors to plan for the selection, orientation, supervision, training and development of staff; assures that related legislation and rules are analyzed and responded to; provides analysis of impact of relevant state budget recommendations; initiates and provides support to quality improvement projects within the division; supports and implements principles of equal employment opportunity; initiates and assures implementation of procedures to evaluate outcome, quality and productivity of the total public health program and its various facets; works closely with interface agencies such as the City of Madison Public Health Department, State Medical Society, school administrators, State Department of Health and Social Services, State Department of Industry, Labor and Human Relations; works with other division administrators within the department to assure maximum cooperation and sharing of relevant information both in individual cases and in operation and planning of systems; cooperates with University of Wisconsin Health Sciences Center and other local health and welfare facilities, hospitals, health maintenance organizations, clinics and other professional organizations.

(OVER)

EMPLOYMENT STANDARDS

Education and Experience: Master's degree or a bachelor's degree and 16 graduate semester credits toward a master's degree in public health, health administration, health education, nursing, public administration or similar field and, with the appropriate master's degree, 3 years experience in a public health administrative position (those with appropriate bachelor's degree and graduate credits will need 5 years of such experience).

Knowledges and Abilities: Knowledge of public health principles; methods, techniques, strategies of public management and quality improvement; knowledge of budget administration and fiscal control; knowledge of and ability to implement educational and training and coaching techniques; knowledge of prevention and control issues and techniques in public health; ability to plan, organize and direct a variety of program activities; ability to establish and maintain effective relations with the public, staff in the department and other areas of county government, legislators and other agencies; ability to communicate effectively in verbal and written form.