



## Salt Lake County Job Description

### Associate Division Director

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**DEPARTMENT:** Human Services

**DIVISION:** Health/2150

**JOB CODE:** 056 **GRADE:** 19

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 07/28/2015

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Performs deputy director duties and directs the division's long-range planning.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Public Administration, Business Administration, or a closely related field, plus six (6) years of experience, two (2) years of which must have been in supervisor or administrative capacity; or an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Advises Executive Director on matters pertaining to the administration, the public health strategy and direction of the department. Represents the Executive Director on committees, boards, and at meetings.
- Supervises staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.
- Acts as policy advisor to the Executive Director. Coordinates department liaison activities with officials from federal, state and local agencies to ensure proper public health representation in policy and program initiatives.
- Serves as contact point with federal, state, and local officials, industry leaders, department personnel, community organizations, and private industry to create and implement health goals and objectives.
- Oversees department quality improvement, customer service, and incentive committee to ensure division goals and objectives are being attained. Directs the department's accreditation process and assures on-going activities are designed and implemented to maintain accreditation requirements.
- Provides oversight and direction for the internal services functions of the department in Personnel, Information Systems, Facilities, Contracts, policy development, records management, and fiscal functions.
- Oversees the required preparation and distribution of annual reports for state and federal contracts. Acts for the Executive Director in planning actions by providing technical assistance to local officials, department personnel, community organizations, and other organizations.
- Monitors contract development and review by the District Attorney's Office.

- Facilitates administrative appeals of violation notices and requests for legal review on documents such as proposed rules and regulations from local, state and federal sources, notices of violation and correspondence to the public.
- Ensures Health Department regulations are developed and reviewed by the Attorney's Office and presented in final form to the Board of Health for adoption.
- Reviews, examines and evaluates the organizational structures, administrative policies, information flow and management systems of the division to ensure efficient and effective operating procedures are being achieved.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Preventative health care planning
- Program development, implementation, monitoring and evaluation methods and techniques
- Supervisory methods and techniques
- Management of care health systems

### **Skills and Abilities to:**

- Organize resources and prioritize time
- Prepare and monitor budgets
- Perform effective supervision and management and team leading
- Exercise discretion and confidentiality
- Provide quality customer service and effective public relations
- Analyze and redesign business processes
- Perform effectively in stressful situations
- Direct the work and project administration of Division staff
- Review, establish and maintain project schedules
- Effectively present ideas, plans and goals, both verbally and in writing
- Establish and maintain effective working relationships with employees, senior management and the general public
- Think logically and systematically, effectively apply general principles to specific conditions and solve complex problems.
- Conceptualize, manage and deliver multiple projects on time and within budget
- Translate technical language to lay audience

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is performed in a general office setting.

## **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 02/10/2016 MP