



Salt Lake County Job Description

Assistant Division Director – Family Health

DEPARTMENT: Human Services

DIVISION: Health/2150

JOB CODE: 884 **GRADE:** 18

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 11/01/2017

SAFETY SENSITIVE: No

JOB SUMMARY

Administers specified programs including contracts, budgets, policy development, community assessment, outreach, standards of operation, service delivery, records management, and evaluation. Oversees programs' budget, personnel, and other internal functions. Represents and acts for the Family Health Division Director.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Nursing, or Nutrition, plus six (6) years of related experience, of which two (2) years must have been administrative. Education may not be substituted for the required supervisory experience.

A valid Driver's License issued by the State of Utah may be required to operate a vehicle.

Required to be licensed as a Registered Nurse or Dietitian in the State of Utah, or must be able to obtain licensure within sixty (60) days from date of hire.

Due to the nature of this position, the successful applicant must pass a required background investigation.

It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria & Acellular Pertussis) vaccine before beginning employment or provide a copy of their immunization record prior to starting employment. The immunization record must show the vaccine name and date received. Upon hire, a two-step Tuberculosis skin test will be required. The first will need to be placed prior to starting employment.

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.

- Oversees program and bureau contracts, agreements, and reports as required. Plans, develops, prepares, and recommends budgets for programs and bureau.
- Directs, organizes, and supervises various programs and activities; implements policies and procedures, delegates responsibilities, coordinates activities and evaluates programs within the established budgetary limits, policies, time restraints, contracts, and County policies and procedures.
- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.

- Plans, develops, evaluates, recommends, and establishes intervention strategies and key performance indicators based on community assessment for programs and bureaus.
- Represents the department and division on committees, task forces, planning sessions, and in various meetings; collaborates, coordinates, and conducts liaison activities with federal, state, and local officials.
- Directs research projects, collects and analyzes data, prepares reports, provide consultative and information services to administrative personnel, local leaders and officials, and the public.
- Develops annual, long range, and strategic plans for assigned programs and bureaus aligned with division, department objectives, and emergencies.
- Directs and implements risk reduction and quality assurance, evaluates outcomes, communicates results, and implements methods of corrective action.
- Develops education and training programs for staff to maintain professional competence, certification, and licensure.
- Acts as Division Director as assigned and in the absence of the Division Director.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Budget control and management
- Public relations and health education methods and techniques
- Report writing and preparation
- Public health and nursing and/or dietetics
- Implicit and explicit government and community organizations
- Federal, State, Local, and Health Department laws related to nursing and/or dietetics
- Research and statistical methods, data collection and analysis, data entry and retrieval
- Supervision and program management

Skills and Abilities to:

- Use a computer, computer software, equipment, and technologies related to job-specific duties
- Communicate clearly and effectively in both oral and written form
- Establish and maintain effective working relationships with the public, government, private groups, and individuals
- Apply general principles to specific conditions
- Work effectively with people from a variety of social, ethnic, economic, educational, and professional backgrounds
- Defend and follow oral and written instructions, policies, and procedures
- Work independently
- Effectively supervise, train, and motivate others, and effect change in ideas and attitudes
- Create and develop new concepts
- Organize teams and apply theories of organizational development
- Establish and maintain effective working relationships with the public and with private groups and individuals

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Must have the ability to stand, bend, sit for extended periods of time, or perform repetitive motor tasks.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 02/15/2018 MP