



Salt Lake County Job Description

Associate Division Director – Health

DEPARTMENT: Human Services

DIVISION: Health/2150

JOB CODE: 056 **GRADE:** 019

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 from an accredited college or university in Public Administration, Business Administration, or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory or administrative; 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.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Assists with monitoring and managing the division's budget.
- 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.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.

- Establishes and maintains effective working relationships with internal and external stakeholders.
- 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.
- 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 the 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 the 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
- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Mentoring and coaching

Skills and Abilities to:

- Work with computer software related to job specific duties
- Manage the financial aspects of the division
- Resolve conflict effectively
- Act independently
- Organize resources and prioritize time
- Prepare and monitor budgets
- Perform effective supervision and management and team leading
- Exercise discretion and confidentiality
- Develop, interpret, and administer policies and procedures
- 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 duties are typically performed in a general office setting.

IMPORTANT INFORMATION REGARDING THIS POSITION

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