



JOB DESCRIPTION

Title	Deputy Director	Created	Nov. 2021
Department	Public Health	Revised	
Job Class	M 7	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

To assist the public health director in the day-to-day administration, management, and coordination of all Clatsop County public health services and operations provided in accordance with the needs of the community and all applicable laws. This position is part of the executive leadership team with direct responsibility for assessments, school-based health, health promotion and prevention programs including harm reduction. The deputy director of public health directs the department in the absence of the director.

Essential Functions

- Exercise leadership in a manner consistent with the department's values and embody servant leadership.
- Assist the director of public health in planning, organizing, and directing public health programs.
- Assist in the preparation and documentation of grant proposals and requests for federal, state, or other reimbursements.
- Participate in the preparation and development of the annual departmental budget as well as individual grant budgets, including ongoing monitoring and review of expenses and revenues.
- Participate in the hiring, evaluation, and dismissal of employees by interviewing new candidates, conducting annual and periodic performance reviews, and making recommendations to the director of public health.
- Plan, direct, and participate in the annual staff development plan, including orientation/training of new personnel and continuing staff development.
- Interpret federal, state and local public health regulations. Help to ensure that all programs are operating in compliance with regulations and guidelines, and ensure staff understand their responsibilities under these regulations.
- Prepare a variety of reports, records, and recommendations related to areas of responsibility.
- Convey public health information in writing and orally, in person and through electronic means, with linguistic and cultural proficiency in the appropriate format and health literacy level of the population served.
- Participate in or conduct surveys and assessments related to health matters.
- Coordinate and participate in aspects of emergency preparedness planning and response efforts.



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- Establish and maintain effective working relationships with community, professional, and public agencies, including the Oregon Health Authority, to coordinate the public health services in the county.
- Coordinate with the director and county communications staff in planning and implementing public information and outreach activities related to the department's programs and activities.
- In the absence of the director, represent the department to the media, community organizations, stakeholders or other venues to promote public health programs and address issues.
- Assist in accreditation, strategic planning, health assessment, health improvement planning, workforce development, and performance improvement.
- Actively promote a culture of continuous quality improvement activities for the department.
- Actively mentor, coach, and collaborate with employees to promote the department's mission, vision, and values.
- Encourage leadership and empowerment at all levels of the organization.
- Ensure the health department is an open and safe space for employees and is fostering diversity, equity, and inclusion in both internal and external work.
- Perform other duties as assigned.

Mandatory Qualifications

Bachelor's degree in public health or related field. Minimum of five years' experience in same that includes two years of experience in a supervisory role. Must be comfortable speaking to a variety of audiences on behalf of the department. Demonstrated ability to work well with people of various ages, backgrounds, ethnicities, and life experiences. Able to work collaboratively in a team, manage multiple priorities, and possess exceptional time management and organizational skills. The ideal candidate must be passionate and committed to public service, public health, and the community. Possess and maintain driving privileges in the state of Oregon.

Desired Qualifications

Master's degree with concentration in public health or other health related field. Five years of management experience that includes three years in the public health sector is highly desirable.

Physical Demands

Physical demands involve moving materials, carrying books and files weighing up to 20 pounds. May occasionally move equipment weighing up to 40 pounds. Must be able to stand and sit for periods of up to two hours at a time.



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Working Conditions

Typical working office environment.

Supervisory Responsibility

As part of the executive leadership team, this position is responsible for the direct supervision of health promotion division staff and programs. May also supervise the staff and programs of other non-clinical divisions of the department in the absence, or at the direction of, the public health director.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.