

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Local Health Department Director**

**POSITION NUMBER:** HA1006A

**FLSA STATUS:** E

**POSITION DESCRIPTION**

Under administrative direction of the Board of County Commissioners, this position provides leadership, direction, coordination and administrative oversight for the Shawnee County Health Local Health Department. This position exercises a considerable amount of independent judgment within the parameters of local, state and federal contracts for the provision of services. Provides for the efficient, effective and safe operation of the department by working cooperatively, supportively and harmoniously with other administrative staff and community partners. Performs other duties as required. May assume a leadership incident command role in emergency or response situations. This position reports directly to the Board of County Commissioners.

**WORK PERFORMED**

- 40% Administrative Oversight and Supervision.** Exercises administrative oversight of organization development, planning, budget, personnel, contracts and grant administration, quality improvement, public and media relations. Coordinates management team on program planning, policy development, funding opportunities, implementation of initiatives, integration of services and program evaluation. Oversees the strategic direction and vision of the Agency developed with staff and community collaboration in accordance with County, State and Federal and grant goals. Supervises management team with respect to accountability for performance and behavior; completion of performance evaluations and other personnel related functions. Responsible for the hiring and promotional process.
- 25% Community Relations/Partnerships.** Develops strategies for working successfully in multi-agency and intra-agency collaborations at the local, state and federal levels. Maintains community relations with other agencies, departments and organizations. Represents the SCHD in working with public health system partners and other community members to plan, coordinate and improve public health and personal health outcomes in the community. Represents the SCHD in communications with governmental officials and other local decision makers.
- 10% Communication.** Apprises, makes recommendations and coordinates flow of information between the Board of County Commissioners, SCHD management team, Board and other community/governmental entities. Serves as Agency spokesperson.
- 10% Personnel Management.** Supervises SCHD management staff including Division Managers for Community Outreach, Family Services, and Environmental/Community Services with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Works cooperatively with the Teamsters Union to ensure harmonious, respectful relationships with Union members and officials. Empowers supervisory staff and employees by seeking input and participation in the development of programs, goals and changes. Serves as a role model for all subordinate staff through the demonstration of professionalism including personal appearance, language, work attendance, timeliness, positive/harmonious relationships and work productivity. Participates in state and national professional associations and work groups. Delegates an appropriate amount of responsibility to supervisory staff to encourage professional development. Demonstrates work productivity and assists the operation of the SCHD through personal completion of work documents and projects. Seeks opportunities for professional self-growth.
- 10% Joint Supervision.** Provides primary supervision for the Finance Office, Health Officer and LHD Support Specialist with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions.

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**5% Quality Assurance.** Assists with the development of the Quality Assurance program and provides oversight of its implementation, documentation and follow up in coordination with Agency divisions. Utilizes statistical data and analysis concerning Health Department programs and the community-wide public health system.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Human resource management including hiring practices, disciplinary procedures, terminations, team building, collaborations, etc.
- Supervisory/leadership responsibilities and effective leadership skills.
- Excellent written and oral communication, conflict resolution, administrative and problem solving skills.
- Health services administration, budgets, grants and operations.
- Effective ways to build community partnerships for dynamic change and improvements.
- Incident command system and protocols and role of participating agencies.

**Ability to:**

- Plan and direct the work of others.
- Manage supervisory staff effectively.
- Communicate effectively using the English language, both orally and in writing, to a wide audience of professionals, community agencies and the public.
- Direct program and services within the Agency and the community in a variety of planned and unplanned situations and events.
- Exercise independent judgment and problem solving on an ongoing basis.
- Possess strong interpersonal, organizational and leadership abilities.
- Utilize personal computer and computer network systems.

**Skill in:**

- Providing positive, encouraging leadership and direction to staff.
- Agency strategic planning and goals.

**PHYSICAL REQUIREMENTS**

**N**-Never      **O**-Occasional (1%-33%)      **F**-Frequent (34%-66%)      **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving	X			
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-30 lbs.	X				Around Moving Machinery	X			
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-30 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling			X		Squatting			X		Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision	X				Carrying			X		Irregular Surfaces			X	
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-30 lbs.	X					X			

**EQUIPMENT USED**

Personal Computer      Printer      Telephone      Fax Machine      Photocopier      Office Furniture

**MINIMUM QUALIFICATIONS**

Bachelor’s Degree from an accredited college or university in Public Health, Health Education, Community Health, Healthcare Administration, Nursing or related health or administration field.

Seven (7) years’ public administration experience.

Five (5) years’ supervisory and leadership experience of a large multi-program workforce.

Five (5) years’ experience in government fiscal operations.

Valid Driver’s License and eligible to operate a County-owned vehicle (HR-2005-7).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

Required to pass a background investigation, pre-employment physical, drug screen and a review of driving record.

Required to complete National Incident Management System (NIMS) 700-800 and Incident Command System (ICS) 100-200 within six (6) months of employment.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

\_\_\_\_\_  
Employee’s Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority’s Signature / Printed Name

\_\_\_\_\_  
Date

Created: 3/11  
Revision History: 7/17