



## DISTRICT HEALTH OFFICER

### **ROLE OVERVIEW**

Highly responsible public health professional responsible for directing the work of the Southern Nevada Health District, administering the District, and performing any other duties specified by the District Board of Health. The District Health Officer reports to and serves at the pleasure of the District Board of Health.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from, and provides ongoing support to the Board of Health and provides leadership to the executive team and the Southern Nevada Health District.

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Maintain accountability for overall administration, financial health, and management of the District
- Oversees the development and implementation of public health policy consistent with the mission and overall goals of SNHD
- Plans, directs, and coordinates, through subordinate level managers, the District's strategic -plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures
- Manages the development and administration of the District budget
- Provides planning and support for continuous and adequate funding for key programs from all available sources
- Coordinates District activities with state and local medical societies and other outside agencies and organizations; provide staff assistance to District Board of Health; coordinates, prepares, and presents staff reports and other necessary correspondence
- Directs the development and implementation of partnerships and collaborations to provide effective political networks within the community, county, and the state; represents the District to elected officials and outside agencies; explains, justifies, and defends programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures in a Quality Assurance Program; assesses and monitors work load, administrative, and support systems and internal reporting

**SOUTHERN NEVADA HEALTH DISTRICT**  
**District Health Officer (Continued)**

relationships; identifies opportunities for improvement and directs the implementation of changes

- May provide medical consultation to various SNHD programs and activities
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field; responds to and resolves difficult and sensitive citizen inquiries. May perform or oversee professional medical services in clinics conducted by the Southern Nevada Health District
- Assures the development of protocols and standing orders for programs
- Identifies and analyzes public health policy issues and alternatives; utilizes principles of media advocacy to communicate the public health mission to stakeholders; works with community coalitions and advocacy groups; guides the Board and the District in seeking policy change and action on public health issues; translates policy decisions into organizational and community programs and services
- Serves as the District's primary media spokesperson on public health topics or, when appropriate, identify other subject matter experts for a particular topic
- Approves a job description, qualifications and compensation, and oversees the recruitment for and appoint a District chief medical officer
- Performs related duties and responsibilities as required

**Qualifications:**

**Knowledge of:**

- Operational characteristics, services, and activities of public health programs
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Modern and complex principles and practices of program development and administration
- Advanced principles and practices of budget preparation and administration
- The utilization of computer software and MS Office applications
- Principles of supervision, training, and performance evaluation
- Pertinent Federal, State, and local laws, codes, and regulations
- Possible principles, protocols, and practices of medical diagnosis and treatment including the treatment and management of communicable diseases
- Public Health organization and function; community problem solving; and political structure
- Methods of instruction, staff development, and quality assurance for public health programs

**Ability to:**

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility

**SOUTHERN NEVADA HEALTH DISTRICT**  
**District Health Officer (*Continued*)**

- Provide administrative and professional leadership and direction for the District
- Identify and respond to community and Board of Health issues, concerns, and needs
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient leadership for the District
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Prepare clear and concise administrative and financial reports
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including District and other government officials, community groups, the general public, and media representatives
- Identify and interpret emerging trends in public health and provide information, analysis, and interpretation to the Board and community partners
- Lead organizational efforts to achieve and maintain local health department accreditation from the Public Health Accreditation Board
- Recommend policy changes to support greater efficiency and delivery of public health services

**Training and Experience Guidelines**

**Training:**

- Doctoral degree from an accredited college or university in public health, medicine, health care administration, public administration, business administration, or a related field
- If a physician, completion of accredited medical school and residency

**Experience:**

- At least 10 years of management success in administration roles within local, state, or federal public health departments, organizations, or agencies
- Expertise in public health policy and development

**License or Certificate:**

- If a physician, a current license to practice medicine or osteopathy in the State of Nevada within a year of employment
- If a physician, certification in public health and/or preventive medicine by the appropriate specialty board is preferred
- Possession of or ability to obtain an appropriate, valid Nevada driver's license

**Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200, and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

FLSA Exempt

Bargaining Unit Ineligible

Approved by the Board of Health on \_\_\_\_\_

DRAFT