



CHIEF MEDICAL OFFICER

ROLE OVERVIEW

Highly responsible public health physician who in consultation with, and under the direction of the District Health Officer, will assist in the planning, direction, management of the Southern Nevada Health District, and oversee the activities and operations of the Clinics and Nursing Services Division, coordinate assigned activities with other divisions and outside agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from, and provides highly responsible and ongoing support to the District Health Officer as a member of the executive team. Serves at the pleasure of the Southern Nevada Health District Board.

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.*

- Assists in the development and implementation of public health policy consistent with the mission and overall goals of SNHD
- Assume full management responsibility for all Clinics and Nursing Services Division services and activities including all clinics operated by the District and special support programs such as AIDS and home health
- Assists the District Health Officer with administrative work as assigned
- Plans, directs, and coordinates, through subordinate level managers, the District's business plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures
- Develop and administer the Clinics and Nursing Services Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures
- Participates in the development and administration of the District budget
- Provides planning and support for continuous and adequate funding for key programs from all available sources
- Provides staff assistance to the District Health Officer and District Board of Health; 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; represent the District to elected officials and outside agencies; explains, justifies and defends programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues

SOUTHERN NEVADA HEALTH DISTRICT
Chief Medical Officer (Continued)

- 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 relationships; identifies opportunities for improvement and directs the implementation of changes
- Provides medical consultation and oversight 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. Performs or oversees professional medical services in clinics conducted by the Southern Nevada Health District
- Assures the development of protocols and standing orders for programs
- Respond to and resolve difficult and sensitive citizen inquiries and complaints
- 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
- 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
- Select, supervise, train and evaluate staff
- Provide 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

SOUTHERN NEVADA HEALTH DISTRICT
Chief Medical Officer (Continued)

- 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 management 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 staff, government officials, community groups, the general public, and media representatives

Training and Experience Guidelines

Training:

- Completion of accredited medical school and residency and,
- Master's degree from an accredited college or university in public health, health care administration, public administration, business administration, or a related field

Experience:

- Ten years of management experience in a local, state, or national public health department, program, organization, or agency

License or Certificate:

- Ability to obtain a license to practice medicine or osteopathy in the State of Nevada within six months of employment is required
- 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 _____