



Northeast Nebraska Public Health Department

Job Description



Title: Health Director

Position Status: Exempt, Regular Full-time

Immediate Supervisor: Board of Health

Position Purpose: This position is responsible to direct and manage the day-to-day activities of the health department to address core public health functions and ensure compliance with local, state, and federal policies and practices within the geographic boundaries of the Health District. The counties within the Health District include Cedar, Dixon, Thurston and Wayne Counties in Northeast Nebraska.

Duties and Responsibilities: The duties of the Health Director include:

- A. Accepts the powers and duties mandated by the Legislature as set forth in §71-1632.
- B. Initiates and ensures policies concerning personnel, finance, public relations, and programs are in compliance with contracts as well as with local, state, and federal policy requirements.
- C. Makes the day-to-day decisions required to do the work of the agency.
- D. Formulates and directs comprehensive public health programs based on needs and available resources.
- E. Ensures health equity is addressed as a foundational public health practice.
- F. Supervises and directs work of assigned staff members; defines duties and offers support as needed and requested.
- G. Implements work authorized by the Board of Health.
- H. Consults with other professionals in order to make reasoned decisions.
- I. Interprets the work of the agency in both formal and informal situations.
- J. Provides expertise in a variety of leadership areas needed by the agency.
- K. Provides the educational, experiential and professional skills needed by the agency to implement its programs and services.
- L. Serves as the liaison between the board and the agency.
- M. Directs and assists the staff to implement program activities based on the appropriate guidance.
- N. Ensures sustainable financial support of the agency's work through securing available funding sources such as contracts, subawards, and grants, using a coordinated approach with agency leadership and external partners.
- O. Professes the history, purpose, program, policies and practices of the agency.
- P. Keeps the board informed of organization activities, successes, and challenges.
- Q. Makes recommendations for board action.
- R. Facilitates the decision-making process for the Board. Demonstrates good decision-making skills that are in the best interest of safety, fairness and integrity for the common good and according to public health ethics.
- S. Maintains friendly, courteous attitude toward board members and gives due diligence to board members' ideas and suggestions and accepts board criticism as constructive suggestion for improvement.
- T. Facilitates the decision-making process for the Board by providing applicable information, facts and by making recommendations for action.
- U. Demonstrates good decision-making skills that are in the best interest of safety, fairness and integrity for the common good and according to public health ethics.
- V. Gives constructive criticism in a friendly, firm and positive way.
- W. Follows up on all problems and issues brought to his/her attention.
- X. Encourages staff development.
- Y. Deals with staff in an honest, courteous, professional manner.
- Z. Maintains open, supportive, and congenial relations with staff.
- AA. Delegates effectively.
- BB. Involves staff in appropriate decision-making.



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- CC. Communicates well with staff.
- DD. Assesses the performance of employees fairly and reasonably.
- EE. Prepares and/or ensures all necessary reports are submitted and keeps accurate records.
- FF. Maintains clarity in oral and written communications.
- GG. Implements advance planning.
- HH. Is progressive in attitude and action to encourage and support continued growth in capacity and competency of the health department.
- II. Resolves issues presented by board, staff and community using a collaborative approach to find successful resolution.
- JJ. Participates in professional activities such as association activities.
- KK. Works with different community groups, i.e., Commissioners, City Councils, etc.
- LL. Participates in events, activities, organizations, etc. for the benefit of the organization.
- MM. Prepares a balanced annual budget.
- NN. Completes the year with a balanced budget.
- OO. Displays common sense and good judgment in business transactions.
- PP. Involves organizational leadership team in active participation in the budget formulation process.
- QQ. Is conscientious of the fiscal condition of the agency.
- RR. Explains the budgeting process, reports, etc., to the board during meetings or as requested.
- SS. Cognizant of auditor's annual findings and observations and recommends adjustments to the board.
- TT. Represents the organization in a positive, professional manner.
- UU. Upholds public health ethics and the NNPHD Code of Conduct.
- VV. Actively promotes the organization to the public.
- WW. Accepts public criticism and responds appropriately.

Knowledge, Skills and Abilities

1. Ability to establish and maintain effective working relationships with employees, elected and appointed officials, representatives of other governmental units, private industry and members of the general public.
2. Ability to recruit and retain quality employees.
3. Proven experience in leadership roles and readily assumes responsibility.
4. Ability to communicate effectively both orally and in writing.
5. Ability to think strategically.
6. Ability to motivate employees to maximum performance.
7. Considerable knowledge of federal, state and local regulations pertaining to public health and funding sources.
8. Ability to establish processes to organize, analyze, and interpret technical information and data.
9. Ability to organize tasks, establish priorities and meet established deadlines.
10. Ability to exercise objective judgment.
11. Ability to effectively deal with individuals from a wide range of social, economic, and ethnic backgrounds.
12. Considerable knowledge of the responsibilities and mission of local health departments.
13. Considerable knowledge of epidemiology and disease control.
14. Ability to conform to a work schedule that includes varied days/hours, weekends, holidays and emergency call-ins.
15. Master's degree in Public Health (MPH) or related field preferred, OR Bachelor's Degree from an accredited college or university with major course work in a related field such as public administration, nursing, health education or social sciences along with Certification in Public Health (CPH).
16. Five years of related work experience in public health preferred which would include a variety of experiences such as community assessment, facilitative leadership, policy development and compliance, and management and supervision of professional staff.
17. Demonstrated experience with grant development, program development, program evaluation, and budgetary accountability.
18. Demonstrated experience with working in a multicultural environment.



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19. Valid driver's license.
20. Honor NNPHD as a drug-free environment.
21. Maintain confidentiality of all health department operations and business matters.
22. Follow NNPHD policies and procedures; local, state and federal program rules and laws.