



CUSTER COUNTY, COLORADO

205 S. 6th Street, PO Box 150
Westcliffe, CO 81252

JOB DESCRIPTION

POSITION TITLE: Custer County Public
Health Agency Director

Person:

FLSA Status: Exempt

Introductory Period: 6 months

Anniversary Date:

Supervisory Role: Yes

Essential Functions of the Position:

To provide quality public health services to the people of Custer County. Plans, administers, supervises, and evaluates public health programs and activities of the County Public Health Agency while supervising all staff and collaborating with other community agencies.

Characteristics, Duties and Responsibilities:

The following statements are illustrative of the duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

1. Oversees the management and administration of the County Public Health Agency
2. Negotiates and administers all contracts for the public health service
3. Assists in the development of long term goals, policies, and procedures to enhance the operation of the office to ensure compliance with local, State, and Federal laws.
4. Schedules all work activities of all operations within the office to ensure timetables are met for specific activities.
5. Interprets departmental policies and programs to staff, administrative bodies, and the community.
6. Prepares the annual budget for the office and works with the county's financial officer and human resource officer in monitoring expenditures to ensure proper and efficient management of funds.
7. Administers and assures the deliverables are met for the emergency preparedness grants, as well as being the CCPHEP Lead.
8. Provides professional leadership to and participates in community health activities. Examples: Custer Emergency Services, the Preschool Advisory Board and the School Nurse Program.
9. Provides coordination for the Health Fair.
10. Identifies community health needs, develops plans, sets priorities, and coordinates departmental and community activities to effectively address these needs.
11. Identifies outside funding sources and opportunities and applies for available and desirable grants.
12. Conducts well adult/senior blood pressure screenings



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13. Conducts immunization clinics and appointments on an as needed basis
14. Assists "drop in" patients as needed.
15. Provides for the follow up on reportable communicable diseases.
16. Writes a column for the local newspaper on an as needed basis.
17. Performs any other related management duties.
18. Provides supervision for school nurse in her cooperative position with Public Health Agency.
19. Report monthly to the Board of County Commissioners
20. Provides training for First Aid, CPR & AED certifications.
21. Comply with the Custer County Personnel Policies.
22. Other reasonable activities assigned by the BOCC.

Time Commitments by Responsibility: (Approximations)

- 45% Providing community public health services
- 40% Administering and meeting the deliverables for the Emergency Preparedness Grants
- 15% Supervising and Reporting

Knowledge, Skills, and Abilities

- Knowledge of best practices
- Knowledge of regulations, policies and procedures.
- Ability to understand, apply state laws, regulations
- Ability to effectively use a variety of computer software.
- Adhere to Public Health policies and procedures.
- Ability to exercise considerable tact and firmness in dealing with customers and the general public.
- Ability to work as a team member.
- Ability to complete tasks within established deadlines.
- Ability to effectively process and maintain files and prepare reports.

Minimum Education/Licensure/Experience Required:

- Master's degree in a public health related discipline such as public health, medicine, nursing, environmental health, health education, health administration/policy, or a closely related field is preferred.
- **Physician Director Candidate:**
Licensed to practice in Colorado within six months of hire.
Medical school graduate (MD or DO) & preferably board certified in preventive medicine.



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Within the past ten years, have five years of administrative experience in public health or related field;

two years supervising public health professionals.

A candidate with one year of graduate study in a recognized school of public health is preferred.

- **Non-Physician Director Candidate:**

Master's degree in public health or related discipline.

Within the past ten years, have five years of administrative experience in public health or related

field; two years supervising public health professionals.

If candidate is a nurse, he/she shall have a license to practice in Colorado within six months of hire.

- **Public Health Director Selection**

Substitutions: The local board of health may substitute professional public health work experience for certain academic requirements, or exceptional academic preparation for certain experience requirements, when a candidate is otherwise prepared to fulfill the duties.

- **Waivers: Under certain conditions, the local board of health may waive the minimum qualifications set forth in 6 CCR 1014-6, under the following criteria:**

The population of the jurisdiction for the county or district served and its ability to recruit a qualified candidate;

Whether the candidate for public health director will seek to obtain additional public health education and experience within five years of the waiver; and

The county or district board of health has explored joining with a county or establishing a district public health agency with a qualified public health director.

- Must demonstrate successful and increasingly responsible professional work experience including leadership, management, and administration in the field of public health.
- Professional public health work experience may substitute for certain academic requirements, or exceptional academic preparation may substitute for certain experience requirements when a candidate is otherwise prepared to fulfill the duties of the position.
- Current Colorado Registered Nursing License is required.
- ICS/NIMS Certification as required by the Emergency Preparedness Grants, or willing to obtain upon hire.
- Current Colorado Driver's License or willing to obtain upon hire.
- Current CPR/AED Certification and Training Credentials or willing to obtain upon hire

Physical Requirements

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and see, using close and medium range vision.
- The employee is frequently required to view computer keyboards and monitors.
- The employee is sometimes required to drive to offsite locations.
- The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or



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move up to 25 pounds, and occasionally lift and /or move up to 50 pounds.

Performance Reviews

- This position is subject to periodic performance reviews.
- The post introductory period evaluation will also review the supervisory, communication, and community interactive skills.

Pay Schedule

- 32 hours per week. May be increased to 40 hours per week occasionally.
- Rate of pay: \$ per hour with benefits – paid monthly by the County

Minimum Hourly Wage	Maximum Hourly Wage
\$25.00	\$35.00

Supervision: Board of County Commissioners