



Assistant Public Health Director

Job Number: 1801242

Human Resources
2222 M Street
Merced, CA 95340
(209) 385-7682

<http://www.co.merced.ca.us>

MERCED COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER:
Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities Act (ADA) should contact County of Merced Human Resources at (209) 385-7682. California Relay Services (1-800-735-2929) is available for the hearing impaired.

SALARY

\$52.42 - \$63.77 Hourly \$9,086.13 - \$11,053.47 Monthly

OPENING DATE: 09/19/18

CLOSING DATE: Continuous

EXAMPLES OF DUTIES

Please note: This recruitment is being established to fill positions in the Operations and Administrative branches of the Public Health Department.

This is an at-will class under the direction of and serves at the pleasure of the Public Health Director.

Duties may include, but are not limited to the following:

- Plan, organize, manage, coordinate, and direct public health services and programs of the Administration and Operations branches of the County Public Health Department.
- Direct supervision of assigned management and supervisory staff.
- Review new and existing legislation and coordinate to implement required program changes.
- Develop, implement, and interpret policies and procedures related to public health programs and services.
- Conduct organizational and financial studies leading to the enhancement of operational efficiency and community services.
- Develop, administer and insure proper expenditure controls for the budget.
- Review and establish new policies, procedures, services and/or programs as needed.
- Oversee new public health campaigns and identify new initiatives, (e.g., public health accreditation, implementing Public Health 3.0 health equity, etc).
- Research and develop new funding resources.
- Represent the Department with the public, community organizations, other governmental agencies and stakeholders.
- Coordinates strategic planning efforts, community health needs assessment or other activities for internal and external program and service improvements.
- Make presentations; represent the Public Health Department with various community groups, public bodies, and local, regional and state committees and agencies.
- Act for the Public Health Director, as assigned.

When assigned to Administration: ensures responsibility for the oversight and development of state and federally required data, human resources, epidemiology, grant/contractual management, mandated Medi-Cal activities and services, financial plans, statistical analysis, policies and procedures and assures compliance with state and federal laws, department goals and objectives and county policies and procedures.