



POSITION DESCRIPTION | PUBLIC HEALTH DIRECTOR

POSITION DETAILS

Classification |

Public Health Director

Department |

Public Health Department

Grade |

14

Position Code |

180 HD

FLSA Status |

Exempt

Position Type |

Regular full-time

Reports To |

County Administrator
Board of Health

Supervisory Responsibilities |

Yes

Benefits |

Insurance: Yes
Retirement: KPERS
Holidays: Yes
Paid Leave: Yes

Work Environment |

Level 1 – Office

Physical Demands |

Level 1 – Sedentary

PURPOSE & SCOPE

Under the general direction of the County Administrator, the Public Health Director provides executive leadership and strategic oversight for all programs, services, and operations of the County Health Department in support of the Board of County Commissioners and the Board of Health. The director ensures public health initiatives comply with all applicable laws and align with county priorities. This role serves as the department's senior leader, overseeing personnel, fiscal management, program implementation, partnerships, and emergency preparedness and response.

ESSENTIAL FUNCTIONS

Essential functions describe the primary duties, responsibilities, and expectations of this position. They are not intended to be all-inclusive and may change to meet county and departmental needs. Employees must be able to perform these functions with or without reasonable accommodation.

Essential Duties:

- Provide leadership, vision, and strategic direction for the health department, ensuring alignment with public health best practices, laws, and community needs.
- Direct and evaluate core program areas, including communicable disease, maternal and child health, emergency preparedness, Women Infants and Children (WIC), community health, and other health initiatives.
- Lead community health assessments and use data to guide program planning, improvement, and evaluation.
- Oversee compliance with all applicable public health regulations, laws, and accreditation standards.
- Lead and coordinate public health emergency preparedness and response efforts with local, state, and federal partners.
- Develop and manage the departmental budget, including resource allocation, grant oversight, and fiscal accountability.
- Supervise staff and oversee recruitment, performance management, and workforce planning.
- Serve as the department's primary representative in public meetings, media communications, and with community partners.
- Foster partnerships with healthcare providers, community organizations, and governmental agencies to support public health initiatives.

Other Duties:

- Guide development and implementation of policies and procedures to ensure compliance and best practices.
- Monitor public health trends and outcomes to ensure programs remain effective and responsive.
- Oversee regulatory functions, including inspections, licensing, and enforcement activities.
- Identify and pursue grant funding and alternative revenue sources.
- Promote community engagement through outreach, education, and communication strategies.
- Represent the department in regional and statewide coalitions and initiatives.
- Prepare and present reports on public health status, program performance, and priorities.
- Perform other duties as assigned.



POSITION REQUIREMENTS & QUALIFICATIONS

Employees must meet the position's required education and experience, possess the necessary knowledge, skills, and abilities for core job functions, and demonstrate the ability to meet established performance metrics.

Education & Work Experience:

- Bachelor's degree in public health, nursing, health sciences, or a related field required; Master of Public Health (MPH) preferred.
- Minimum of five (5) to seven (7) years of progressively responsible experience in public health or a related field.
- Three (3) to five (5) years of supervisory or management experience preferred.
- Current Kansas Registered Nurse (RN) license is preferred.
- Valid Kansas driver's license required.
- High school diploma or GED required.

Knowledge, Skills, Abilities:

- Knowledge of public health principles, administration, and applicable federal, state, and local laws and regulations, including program compliance, accreditation, and reimbursement systems (e.g., Medicare, Medicaid, third-party billing).
- Knowledge of governmental operations, including county or municipal administration, budgeting, reporting, and documentation.
- Comprehensive knowledge of grant funding processes, including identifying opportunities, developing and submitting proposals aligned with organizational priorities, and managing budgets, expenditures, and compliance requirements.
- Strong leadership and management skills, including the ability to plan, coordinate, supervise, and evaluate staff and operations.
- Demonstrated ability to support and lead staff by fostering professional growth through hands-on expertise, mentorship, and implementation of targeted professional development opportunities.
- Excellent communication and interpersonal skills, with the ability to effectively present information, write reports and correspondence, and build collaborative relationships with staff, stakeholders, and the public.
- Ability to interpret and apply complex regulations, policies, and instructions, and to analyze data and situations to support sound decision-making.
- Strong organizational skills, attention to detail, and the ability to prioritize tasks and manage multiple responsibilities.
- Adept at coordinating grant activities, tracking deliverables, preparing reports, and maintaining accurate documentation in accordance with funder requirements.
- Ability to perform basic mathematical calculations and apply them to budgeting and program management.
- Proficiency in computer systems and applications, including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, internet browsers, social media platforms, and public health information systems.
- Ability to operate standard office equipment.
- Ability to maintain confidentiality in all aspects of work.

Evaluation Metrics:

Job Proficiency | Demonstrates the ability to apply technical, functional, and organizational knowledge to perform essential job duties accurately, consistently, and with appropriate independence.

Core Competencies | Reflects the expected professional behaviors and interpersonal skills of all county employees, including communication, collaboration, integrity, and accountability.

Strategic Planning & Leadership | Demonstrates the ability to establish long-term direction by aligning people, resources, and operations with county priorities, while effectively communicating vision and guiding change.

INTERACTIONS & SCHEDULE

Interpersonal Interactions:



POSITION DESCRIPTION | PUBLIC HEALTH DIRECTOR

The Public Health Director regularly interacts with elected officials, board members, staff, community partners, healthcare providers, and state and federal agencies to coordinate public health initiatives and ensure regulatory compliance. The role also involves frequent communication with the public and media to provide health information and respond to community concerns. Strong collaboration and relationship-building skills are essential to effectively lead programs and advance public health priorities.

Typical Schedule:

This position is generally classified as non-emergency and follows a consistent full-time work schedule as established by the County Administrator. Occasional travel, including overnight stays, may be required for meetings, training, or professional conferences. The position is expected to respond to and assist in the coordination of county operations during emergencies or disaster situations, which may require irregular or extended hours.