



**ARCHULETA COUNTY, COLORADO
JOB DESCRIPTION**

JOB TITLE: Executive Director
DEPARTMENT: Public Health
FLSA STATUS: Exempt

JOB SUMMARY

Will oversee the departmental operations to meet local, state and federal public health service requirements in Archuleta County..

SUPERVISION RECEIVED

Receives direction from the Board of County Commissioners and/or the County Board of Health,

SUPERVISION EXERCISED

Plans, organizes, and directs the work of professional, technical, and administrative staff engaged in the delivery of health services.

ESSENTIAL FUNCTIONS

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The administration retains the right to modify or change the duties or essential functions of the job at any time.

- Administers and enforces the public health laws of the state and the public health orders, rules and standards of the state department or state board and the county.
- Acts as the local registrar of vital statistics for Archuleta County.
- Uses independent judgment and discretion in executing the mission, vision, and guiding principles of the department with creativity, respect, engagement, accountability, team focus, excellence and service.
- Communicates with transparency, openness, and trust.
- Disseminates, interprets, and implements policies, laws, and regulations of state/federal directives regarding medical and public health issues to physicians, department staff, and representatives of hospitals, nursing homes, medical clinics, and schools.
- Develops positions on legislation and advocates the County's position before state and federal agencies and community groups.
- Consults and coordinates with federal and state health officials and representatives of local public and private health agencies in the enforcement of health laws, the development of programs to meet public health needs, and a plan for emergency responsiveness.
- Directs searches for new funding sources and oversees grant application preparation and negotiation. Coordinates public healthcare activities with related services provided

by other County departments including social services, mental health, and environmental health.

- Makes public presentations and meets privately with physicians and administrators of health and social service agencies. Secures and maintains community support for public health programs.

MINIMUM QUALIFICATIONS

Any combination of experience and training which provides the applicant with the level of required knowledge and abilities will be considered.

The minimum qualifications for this position are established in Rule 6 CCR 1014-6. The Executive Director may be a physician, a public health nurse or other qualified public health professional. If the Executive Director is not a physician, the county will employ or contract with at least one medical officer to advise the Executive Director on medical decisions.

- A Physician Executive Director candidate shall:
 - Be licensed to practice medicine in the state of Colorado within six months of hire;
 - Have graduated from an approved medical school (MD or DO) and preferably be certified by the American Board of Preventive Medicine or American Board of Osteopathic Preventive Medicine; and
 - Have five years within the past ten years of successful and responsible administrative experience in public health or a closely related field, including at least two years' experience in supervising public health professionals.
 - A candidate with a minimum of one year of graduate study in a recognized school of public health is preferred.
- A Non-Physician Director candidate shall:
 - Have a master's degree in a public health discipline such as environmental health, health education, epidemiology, health administration/policy, biostatistics, nursing, public administration, health administration or a closely related discipline; and
 - Have five years within the past ten years of successful and responsible administrative experience in public health or a closely related field, including at least two years' experience in supervising public health professionals.
 - A nurse candidate shall be licensed to practice in the state of Colorado within six months of hire.

Other qualifications include:

- Extensive experience of management principles including planning, organizing, supervising, and decision making.
- Experience in advancing health equity by addressing systemic health disparities and collaborating with diverse, vulnerable, and underrepresented populations.
- Leadership-level experience in communicating with diverse groups of stakeholders on complex topics.
- Experience with financial management, budgets, contract management, and program management.
- Experience with developing program rules, regulations, and policies.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced level of interpersonal skills necessary to provide effective leadership and develop cooperative working relationships.

- Ability to effectively develop and operationalize Archuleta County’s mission and vision statements for public health.
- High level of analytical and technical skills.
- Effective communication, both oral and written.
- Bilingual skills would be a definite plus, but are not required.
- Ability to attend to detail when reading/writing reports, reviewing/preparing/presenting budgets, and representing the county at internal/external meetings.
- Characteristics of dependability, honesty, willingness to take on responsibility and challenges, and is adaptable to change and persistent in solving problems.

TOOLS AND EQUIPMENT USED

- Multi-line central telephone and voice mail system
- Personal computer including Microsoft Office, Microsoft Teams, Zoom, WebEx
- Printer
- Copier
- Automobile (normally a county vehicle)
- Web camera and microphone

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit for more than two-thirds of any given workday, speak and hear clearly, reach with hands and arms, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee must occasionally lift, carry, push, or pull burdens up to 30 pounds.
- Physical demands include those that may add stress to the hands, wrists, forearms, eyes and back associated with ongoing computer work.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must be able to drive a motor vehicle in inclement weather.
- The employee must be available and capable of effectively working in excess of a standard eight-hour workday and five-day work week.

COGNITIVE DEMANDS

Recommend adding “Requires the ability” here to avoid restating it in each bullet point.

- Requires the ability to listen to, read, understand, and communicate the English language so that others are able to understand. This must be done both orally and in writing at the level appropriate for the position.
- Requires the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Requires the ability to remember directions and processes for all essential duties; requires remembering facts; requires remembering the gist of past conversations, situations, and events. Requires the ability to recall directions, processes for all essential duties, facts, past conversations, situations, and events. Or – is this about – Requires the ability to consider directions, processes, facts, and past conversations, situations, and events when developing a response, plan or strategy.

- Requires focus for long periods of time; concentration on details and thoroughness in completing work tasks; filtering out distractions; ignoring irrelevant information. Requires focus on relevant information and data, being detail-oriented, and thorough in completing tasks.
- Requires the ability to apply general rules to specific situations to produce results that make sense.
- Requires the ability to rapidly assess a situation and determine when something is wrong or is likely to go wrong. Requires the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Requires the ability to reflect on strategy, plan, adopt an approach, and change direction if not working. Reflect on strategies and plans when adopting an approach to a problem, critically evaluate that approach, and change directions if needed. {Isn't this covered in the bullet point directly above?}
- Requires the ability to choose the right mathematical methods or formulas to solve a problem.
- Requires understanding the implications of new information for both current and future problem-solving and decision-making. Requires selecting and using training/instruction appropriate for the situation.
- Requires employee to manage and track his/her own time and the time of others effectively so that tasks get done in an efficient matter and deadlines are met. Consider rewording. Move to knowledge, skills, and ability section. This describes abilities.
- Requires being aware of others' reactions and understanding why they react as they do. This is covered under the first bullet point in the knowledge, skills, and ability section. If this needs to be explained, it should be moved to that section.
- Requires assessing the performance of oneself, other individuals, and/or the organization to make improvements or take corrective action.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderately quiet.
- This job may require you to work from a remote location.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been (not been?) included. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date