



**ARCHULETA COUNTY, COLORADO  
JOB DESCRIPTION**

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

**JOB SUMMARY**

The Public Health Executive Director is an exciting, new, strategic leadership position, steering the creation of a fresh approach to public health in Archuleta County. This visionary leader will lead the transition from San Juan Basin Public Health to a county-specific plan based on the unique needs of the Archuleta County community. The Director will collaboratively build a transition plan based on community needs and input, research and cutting-edge best practices that will ensure that Archuleta County has accessible, viable and effective public health services for the community by January 2024.

This transitional position has a strong potential to become a permanent position beginning in January 2024.

**SUPERVISION RECEIVED**

Receives direction from the Board of County Commissioners and/or the County Board of Health, when it is established.

**SUPERVISION EXERCISED**

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

**ESSENTIAL**

*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.*

The Director will:

- Collaborate with the Transitional Oversight Committee and Transitional Advisory Committee to develop the vision and corresponding transition plan for Archuleta County public health based on the Board of County Commissioners' vision, community needs and input, and research on best practices for similarly situated counties.
- Ensure a sustainable funding model for future services.
- Appraise service providers to determine possible external contracts for service as of January 2024.
- Create operational structure and hire a diverse, high-quality team poised to execute the new plan by January 2024.

- Design program evaluation efforts and service impact metrics to ensure effectiveness of new service plan.
- Work collaboratively with San Juan Basin Public Health and Archuleta County staff on the transition of services, information and data across teams.
- Actively partner with current service providers to identify gaps in service and determine the most effective path forward.

## **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 one year of graduate study in a recognized school of public health is preferred. What does this mean?
- A Non-Physician Director candidate shall:
  - Have a master's degree in a public health discipline such as environmental health, ~~health education~~, epidemiology, health or public administration/policy, nursing, 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 last two years' experience in supervising public health professionals.
  - be licensed to practice in the state of Colorado within six months of hire if the candidate is a registered nurse.

## **Wording for a nurse candidate to be considered.**

Education and experience for a nurse:

- A nurse with an earned bachelor's degree in nursing (BSN) from a program accredited by the National League for Nursing Accrediting Committee or the American Association of College of Nursing and a:
  - Doctor of Nursing practice (DNP) or a master's degree in nursing in a clinical and/or specialty area inclusive of population health. A master's degree in public health, nursing leadership and healthcare systems, or nursing leadership and administration will be considered.

- Master's degree in a public health or related discipline such as environmental health, health education, epidemiology, health administration/policy, biostatistics, public administration, health administration or a closely related discipline.
- Within the past ten years, have five years of administrative experience in public health or related field and two years of supervisory experience of public health professionals.

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. Some of health equity is beyond the scope of a health department as are some health disparities.
- 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 budgets and financial, contractual, and program management.
- Experience with developing program rules, regulations and policies that adhere to state and/or federal guidelines.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**An individual who has:**

- An advanced level of interpersonal skills necessary to provide effective leadership and develop cooperative working relationships.
- ~~The ability to effectively develop and manage Archuleta County's mission and vision statements.~~ The ability to effectively reflect Archuleta County's mission and vision statements when developing the programmatic goals and objectives for the foundational services.
- A high level of analytical and technical skills.
- Effective oral and written communication skills, ~~both oral and written.~~
- Bilingual skills (desirable, but not required)
- ~~Ability to concentrate and pay close attention the ability to attend to detail when reading/writing reports, reviewing/preparing/presenting budgets, and representing the county at internal/external meetings.~~ Moved to cognitive demands section.
- Characteristics of dependability, honesty, willingness to take on responsibility and challenges, 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. Seems odd to include this here. Will he/she be fired if an accident occurs?
- 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**

### **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. ~~Hold.~~ Is this covered under the 4<sup>th</sup> bullet point in the section knowledge, skills, and abilities? While these are cognitive skills, shouldn't it be a qualification for the job?
- arrange things or actions in a certain order or pattern according to a specific rule or set of rules. Not sure what this means.
- remember [understand] directions and processes for all essential duties; requires remembering facts; requires remembering the gist of past conversations, situations, and events. Recall directions, processes for all essential duties, remembering facts, past conversations, situations, and events. Or – is this about – Consider directions, processes, facts, and past conversations, situations, and events when developing a response, plan, or strategy.
- ~~focus for long periods of time; concentrate on details and be thorough in completing work tasks; filter out distractions; ignoring irrelevant information.~~ Focus on relevant information and data, be detail-oriented, and thorough when completing tasks.
- apply general rules to specific situations to produce results that make sense.
- rapidly assess a situation and determine when something is wrong or is likely to go wrong. Requires the ability to use logic, reasoning, and best evidence 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?}
- choose the right mathematical methods or formulas to solve a-problems.
- understand the implications of new information and best evidence for problem-solving and decision-making.
- use effective time management strategies so that tasks get done in an efficient manner and deadlines are met.
- attend to detail when reading/writing reports, reviewing/preparing/presenting budgets, and representing the county at internal/external meetings. [Moved from knowledge skills and abilities]
- ~~Requires being dependable, honest, willing to take on responsibilities and challenges, exerting maximum effort toward completing essential duties, persistent in problem-solving, adaptable to change (positive or negative), and being pleasant to others.~~

Consider rewording. Move to knowledge, skills, and ability section. This describes abilities.

- be aware of others' reactions and understand 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.
- assess the performance of oneself, others individuals, and 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.