



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ASSISTANT DIRECTOR, PUBLIC HEALTH**  
**DATE: MARCH 1, 2024**

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<b>EXEMPT (Y/N):</b>	Yes	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Public Health	<b>JOB CODE:</b>	500
<b>SUPERVISOR:</b>	Director, Public Health	<b>SALARY RANGE:</b>	E06
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** Assist and participate in the general management, operations, planning, and direction of the Public Health Department. Responsible for program planning, budgeting, development, implementation, and evaluation of programs. Assume full command of the department in the absence of the Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Plan, coordinate, supervise, and direct the activities of the Public Health department to include chronic disease prevention and other community health issues; infectious disease prevention and control; immunizations; overdose and injury prevention; maternal, child, and family health; and assisting with Public Health Modernization planning and implementation.

Responsible for compiling and managing the State Plans as defined in Oregon Revised statutes, and preparing monthly, quarterly, and annual reports. Ensure services are rendered according to legal and professional standards and in compliance with federal, state, and local laws.

Plan program initiatives and operations; recommend, develop, and implement program policies and procedures; monitor program activities; conduct quality assurance audits; evaluate program outcomes and effectiveness; research community health needs and available resources; and plan and develop programs with an emphasis on prevention and health promotion.

Prepare and/or assist with the development of programmatic, project, and departmental budgets. Monitor fiscal operations within programs and projects to remain within budget.

Assist the public in person and by telephone; answer a wide variety of questions related to departmental programs; refer calls and individuals to appropriate sources; investigate complaints and recommend corrective action as necessary to resolve complaints.

Manage special projects of priority to the Department. Coordinate the development of contractual agreements with external entities to provide access to clinical and preventive services. Determine need, prepare specifics, monitor performance, evaluate progress, and monitor revenue streams.

Collaborate with state and local organizations to promote and coordinate public health care services; serve as liaison with other county departments, government agencies, and community groups. Establish effective working relationships with other members of the public, elected officials, community-based organizations, local health care providers, County Departments, and associated external agencies.

Attend state, regional, and local public health meetings. Liaise with various programs at the Oregon Health Authority. Represent the county as either the primary or back-up member on the Conference of Local Health Officials' Health Promotion & Prevention Committee, Access to Clinical & Preventive Services Committee, and the Communicable Disease Committee.

Participate in the after-hours answering service call-down list with the Director and Public Health Officer.

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Attend department, countywide, and inter-agency meetings related to assigned programs and services.

In the event of a declared emergency by the Board of County Commissioners, the position is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross-training may occur. Position will return to the regular assignment upon vacation of the declaration of emergency.

Act as the Public Health Director in the Director's absence.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints. Monitor and ensure timely completion of assignments; take appropriate action to resolve operational and administrative conflicts and problems. Consult with the Public Health Officer on clinical-related program deliverables and issues.

Assist in the departmental budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures. Assures safe and secure management of health and service records, records retention, as well as the necessary information technology and tools to manage such records and serve clients.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Public Health Director who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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**EDUCATION and/or EXPERIENCE:** Equivalent to an advanced degree in public health, health care administration, health science or related field. Three years' of increasingly responsible experience in a closely related field. A four-year degree with sufficient additional experience may be considered. Two years' supervisory experience required. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

Experience in public health programs, community engagement, collaboration, and partnership development in health systems, government or community-based organizations. Experience managing major, highly complex inter-divisional and interagency strategic programs, and projects involving multiple jurisdictions, multiple disciplines, and/or community groups. Experience in quality improvement, process improvement, and performance measures planning, and implementation. Experience in grant funding and project management. Experience in engaging a community, promoting health prevention strategies, and marketing health programs.

**DESIRABLE QUALIFICATIONS:** Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of the principles and techniques of public health administration, including program planning; participative management theories; principles and practices of assigned health care programs; applicable federal, state, and local statutes, regulations, and rules; health care program policies and procedures to meet the needs of individuals with limited economic and social resources. Extensive knowledge of management principles and practices of human and financial resource management.

Skill in various software programs and Microsoft Office products. Skill in organization and project management; preparing and delivering reports as required. Skill working with marginalized populations, evaluating populations at health risk, identifying best practice interventions, and implementing interventions through community engagement and resources.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.



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- Model positive behavior desired in others and promote collaboration, and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Evaluate program requirements and initiate program management decisions following general departmental and budget guidelines.
- Find, apply for, receive, and administer a wide variety of grant funding.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity and participation in program events or disaster response requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc., as well as the need to occasionally lift and move objects up to 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Position is required to participate in after-hours emergency and communicable disease on-call support. Position is potentially subject to call back due to emergency situations. Working hours may be extended and highly stressful during an emergency situation.

The performance of field work may require walking over various terrains or other hazards and exposure to various weather conditions. Travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at nighttime or on weekends or in inclement weather to participate in meetings, program events or to respond to public health emergencies.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***