



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: DIRECTOR, PUBLIC HEALTH**  
**DATE: OCTOBER 1, 2023**

---

|                      |                        |                        |            |
|----------------------|------------------------|------------------------|------------|
| <b>EXEMPT (Y/N):</b> | Yes                    | <b>CLASSIFICATION:</b> | CSC Exempt |
| <b>DEPARTMENT:</b>   | Public Health          | <b>JOB CODE:</b>       | P0001      |
| <b>SUPERVISOR:</b>   | Board of Commissioners | <b>SALARY RANGE:</b>   | E08        |
| <b>UNION (Y/N):</b>  | No                     | <b>LOCAL:</b>          | N/A        |

---

**GENERAL STATEMENT OF DUTIES:** Responsible for professional performance and administration of the Public Health Department for Columbia County. Responsible for planning, organizing, and directing the activities of the department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure compliance and to protect the public's health and safety. Plan, organize, and direct all departmental activities, including those with other governmental agencies and private organizations. Work directly with a wide range of community groups, public and private sector officials, county employees, individual citizens, and as part of the County's management team.

Promote excellence, dependable performance, responsible customer service, pride, initiative, commitment, cooperation, safety, and a team approach throughout the department. Evaluate and define departmental programs and policies along with the development of budget proposals in accordance with the vision of the county as articulated by the Board of County Commissioners. Supervise a staff of professional, technical, and office support and hold them accountable for results.

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

Act as Local Public Health Administrator for Columbia County. Ensure that the county, as Local Public Health Authority (LPHA), performs all statutorily required governance actions of an LPHA, including adopting Local Public Health Modernization Assessment. Ensure that the county, as LPHA, complies with all federal, state, and local rules and regulations related to its authority. Ensure compliance with the Intergovernmental Agreement with the State of Oregon.

Develop and effectively implement appropriate requests for provision of public health services in the county.

Oversee and coordinate contracted services; develop requests for proposal; evaluate submissions and make recommendations on contract awards; negotiate and administer contracts; monitor services to ensure compliance with contract requirements. Oversee contracts and ensure subrecipient requirements are met. Review and analyze the operations of service providers; recommend changes as appropriate to ensure adequate delivery of services. Informs Health Officer and manages Health Officer contract.

Monitor all public health contract providers, delivery of program element services, and promptly report any major deficiency or provider non-compliance. Take prompt action to ensure any such deficiencies or non-compliance is resolved.

Organize development and execution of county comprehensive public health plan. Analyze information, legislation, rules, regulations, issues, policy options, etc., and identify opportunities for service integration. Compile and summarize relevant information and develop recommendations for Board decisions.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: DIRECTOR, PUBLIC HEALTH**  
**DATE: OCTOBER 1, 2023**

---

Oversee the coordination of the public health emergency preparedness program.

Promote community awareness of and interest in public health issues, strategies, and goals.

Oversee the county's environmental health program which includes public water and food inspection program.

Secure active participation in and facilitate partnerships among citizens, representatives of advisory groups, and other groups planning for the delivery of health services. Serve as liaison with local media and community groups and on a statewide basis with other public health representatives.

Conduct research on public health issues and model programs, based on the wellness model. Assess needs, analyze, develop, and evaluate service outcome indicators based on locally developed and prioritized benchmarks.

Organize and provide training and technical assistance to local service providers, public agency representatives, and the general public. Design and present informational programs; respond to inquiries; moderate viewpoints and build community consensus.

Develop and write reports, presentation documents, press releases, correspondence, and other documents.

Represent the county at state and county level meetings. Assist the Board of Commissioners in strategic planning, analyzing resources and needs, and resolving problems and developing county policy.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of health and human services program development and administration. Attend conferences of Local Health Officials; Oregon Epidemiologists; Regional Public Health Leadership Group; Coordinated Care Organization meetings; Public Health Modernization meetings; Local Public Safety Coordinating Council member; Trauma Informed Care Network; and school-based health center planning.

Formulate and present departmental budget for review by the Board of County Commissioners. Monitor and manage fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

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.

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.

- Ensure department plans and goals are effectively communicated throughout the department so that individual work plans maintain progress toward department goals.
- Fulfill role as appointing authority for department to ensure the hire of qualified candidates.
- Ensure each departmental employee receives written, clearly stated goals and expectations.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: DIRECTOR, PUBLIC HEALTH**  
**DATE: OCTOBER 1, 2023**

---

- 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.
- Diagnose organizational needs, designing approaches, and facilitating interventions to optimize departmental communication, cooperation, teamwork, participation, and results.
- 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 Human Resources Department.

**SUPERVISION RECEIVED:** Work is performed with considerable independence and is reviewed jointly by the Board of County Commissioners and Director through conferences, reports, and performance evaluations determining the effectiveness of programs in accomplishing departmental goals and objectives. This position is subject to the direction of the three-member Board of County Commissioners.

**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.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four-year degree in public health administration, behavioral, social or health science or related field. Five years' of increasingly responsible experience in Public Health, preferably within the public sector. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Equivalent to a graduate degree in public health administration, behavioral, social or health sciences. 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:** Thorough knowledge of the principles and practices of public health and public health administration. Knowledge of statutes, rules, and codes governing community health services. Knowledge of administrative principles associated with budgeting, program planning, and contract management. Extensive knowledge of management principles and practices of human and financial resource management.

Skill in various software programs and Microsoft Office products.

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.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: DIRECTOR, PUBLIC HEALTH**  
**DATE: OCTOBER 1, 2023**

---

- 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 a team.
- 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.
- Meet deadlines and work independently in cooperation with community and agency representatives.
- 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.

**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. Requires traveling throughout the county, state and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

***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.***