
EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	BOCC	CLASSIFICATION:	501
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration and for planning, organizing and directing the activities of the Local Public Health Authority (LPHA), as defined by Oregon statute, for Columbia County. This position does not supervise the provision of health services directly but is intended to ensure that the County perform its obligations as the LPHA.

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

Act as Local Public Health Administrator for Columbia County. Ensure that the County, as LPHA, performs all statutorily required governance actions of a 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.

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.

Conduct fund raising activities, including grant applications as appropriate to fund LPHA operations, including contact with Federal, State and Local agencies. Provide administration of ongoing funding streams, including grant oversight.

Prepare and submit all required reports at the state and/or federal level related to the County's obligation as LPHA.

Prepare annual budget. Review and monitor expenditures for compliance with approved budget.

Prepare, recommend for adoption, and implement policies and procedures relating to the County's obligation as LPHA.

Represent the County at designated public and County meetings related to Public Health. Report regularly to County Commissioners on the status of the Public Health program.

Follow all safety rules and procedures established for work areas.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Board of County Commissioners and reviewed jointly through conferences, reports and the effectiveness of accomplishing program goals and objectives. This position is subject to the direction of the entire of Board of County Commissioners and is not subject to the direction of any individual Commissioner unless explicitly directed to do so by a public decision of the Board.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in the field of public health administration, behavioral, social or health science or a related field. At least five years of increasingly responsible experience in public health services or a related field. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

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. Ability to meet deadlines and work independently in cooperation with community and agency representatives. Familiarity with personal computers and standard business software programs, such as word processing and spreadsheets.

Ability to work independently and organize work priorities. Ability to communicate effectively, verbally and in writing. Ability to interpret and prepare comprehensive, accurate and pertinent reports, records and statistical documentation. Ability to develop and maintain harmonious and effective working relationships with employees, contract providers, other agencies, County officials and the general public. Ability to successfully apply for, receive and administer a wide variety of grant funding.

PHYSICAL DEMANDS The physical demands described here 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.

Physical demands while in the office are usually minimal, involving the movement of files, books, equipments, 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 the 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 or events.