

**Local Health Director  
Clay County, North Carolina**

**Overall Job Objective**

**Job Title:** Local Health Director  
**Closing Date/Time:** January 2, 2018  
**Salary:** Depends on Qualifications  
**Job Type:** Full Time Regular  
**Location:** Clay County, North Carolina  
**Department:** Public Health

Clay County is an equal opportunity employer and will comply with federal and state statutes regarding discrimination in employment matters.

Performs complex professional and administrative work serving as the chief health officer for the County overseeing the Public Health Division, preparing budgets, ensuring compliance with applicable Federal, State and local laws, rules and regulations, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Health and Human Services Director. Divisional supervision is exercised over all personnel within the division.

**Qualification Requirements:**

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

**Examples of Duties:**

- Serves as Director for the Public Health Division; directing, and evaluating division services and programs.
- Assists the Health and Human Service Director with recruiting and selecting division personnel; assigns, directs and inspects the work of and evaluates assigned personnel; ensures the proper education and training of personnel; recommends rewards, transfers, promotions, suspensions, and terminations; disciplines, coaches, and counsels staff; develops staff schedules, approves leave requests in consultation with the Health and Human Services Director.

- Performs the statutory responsibilities of a local health director with the powers and duties to administer programs as directed by the local Health and Human Services Board, enforcing applicable laws, rules and regulations.
- Advises local officials concerning public health matters.
- Abates public health nuisances and imminent hazards.
- Recommends contracts on behalf of the Division of Public Health.
- Assists in preparing annual operating and capital improvement budgets for the division; monitors expenditures.
- Investigates the causes of infectious, communicable and other diseases; exercises quarantine authority and isolation authority pursuant to G.S.130A-145.
- Disseminates public health information and promotes the benefits of good health.
- Provides leadership and direction for the division's strategic plan, performance measurement program, community health assessment process, and Annual State of the County Health Reports.
- Coordinates work activities, program deliverables, and responsibilities with agency managers.
- Serves as a member of the Consolidated Human Services Board management team.
- Submits agenda items for the Health and Human Services Advisory Board meetings to the Consolidated Human Services Director.
- Serves on boards and committees as appointed by the Consolidated Human Services Director.
- Serves as Public Health Incident Commander during emergencies and disease outbreaks.

**Knowledge, Skills and Abilities:** Comprehensive knowledge of County and Department policies and procedures; comprehensive knowledge of North Carolina public health laws and regulations and local ordinances; comprehensive knowledge of the theory, principles and practices of general and preventive medicine; comprehensive knowledge of the principles, practices and methods of public health administration; comprehensive knowledge of organization, staffing, directing, budgeting and evaluating program operations; comprehensive knowledge in preparing detailed reports and other types of correspondence; thorough knowledge in the use of standard office equipment and associated software (e.g. CureMD, Electronic Medical Record, Microsoft Office, EagleSoft Dental Record, WIC/Crossroad, CDP Inspection, and various other electronic programs); ability to deal with policy makers and associates; ability to direct divisions or activities of the department; ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to communicate effectively in

oral and written form; ability to understand medication dosages; ability to establish and maintain effective working relationships with the public and other agencies.

**Physical Requirements:** This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires sitting, pushing or pulling and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Minimum Qualifications:**

(1) A medical doctorate; or (2) A master's degree in Public Health Administration, and at least one year of employment experience in health programs or health services; or (3) A master's degree in a public health discipline other than public health administration, and at least three years of employment experience in health programs or health services; or (4) A master's degree in public administration, and at least two years of experience in health programs or health services; or (5) A master's degree in a field related to public health, and at least three years of experience in health programs or health services; or (6) A bachelor's degree in public health administration or public administration and at least three years of experience in health programs or health services.

**Supplemental Information:** Minimum training and experience requirements are in accordance with GS 130A-40 and GS 130A-45.5. For master's degree related to public health, the determination must be made by the State Health Director.

**Special Requirements:**

Valid driver's license