Position Title: Director, H&CS  Date: Updated February, 2014

Reports to: County Manager & Board of Health  Department: Health & Community Services

FLSA Status: Exempt, At-Will

Positions Supervised: Personal Health Services Manager, Environmental Health Manager, Community Services Manager, Office Manager, Health Officer, and Housing Coordinator

BASIC FUNCTION: Manages the overall direction of the Health & Community Services Department. Reports to the County Manager and to the Board of Health, leading a seven member management team and supervising a staff of 25+ employees, providing service in six major program areas including: public health nursing, environmental health services, senior services, early childhood education, affordable housing and behavioral health services. Oversees grant and contract administration with numerous funding agencies.

MINIMUM QUALIFICATIONS: Master’s Degree in public health, public administration or closely related field and at least four years of progressively responsible administrative experience in public health or human services including supervision of professional/technical personnel; or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job.

PRINCIPAL DUTIES - Asterisk designates essential function:

1. Assesses the need for health and human services programs to meet the needs of the county and recommends their establishment or continuation to the Board of Health and the County Health Officer.

2. Establishes and implements policies, procedures and standards for the efficient and effective operation of department programs.

3. Supervises the work of department personnel, assigns and delegates areas of program responsibility; hires and evaluates management staff.

4. Prepares department budgets based on staffing and resource requirements, cost estimates and availability of funds.

5. Monitors expenditures and manages the implementation of external grants and contracts.

6. Works with Human Services Advisory Board and other citizens groups regarding, among other matters, health issues, family planning, child abuse and neglect and substance abuse, to ensure programs are responsive to the needs of the community.

7. Works with Housing Bank Commission and other citizens groups regarding low income housing and the administration of the County’s down payment assistance loan
Position Title: Director, Department of Health & Community Services

8. Represents the county to state and federal health and human services programs and agencies, including issues of environmental health mental health services, communicable diseases and low income housing.

9. Participates in county-wide planning, budgeting and administrative functions in support of the County Manager.

10. Assures compliance with state laws and administrative code. Responds to public inquiries requiring interpretation of standards, policy, or state law.

12. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer, working with the highest ethical standards, in accordance with RCW 42.23.020-070, 42.17.310, 42.52 and the San Juan County Personnel Rules, and providing courteous and timely service to the Council, County Manager, and citizens of San Juan County.

11. Other duties as assigned.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS: Must be able to plan, supervise and coordinate the work of others. Able to understand and interpret laws, regulations and written guidelines. Able to view, interpret and analyze statistical data and information. Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 lbs and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk, to receive and to understand written and oral communication and to clearly and effectively give written and oral instruction. The position requires the ability to occasionally calculate mathematics problems.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Computer</td>
<td>4</td>
<td>x</td>
</tr>
<tr>
<td>Telephone</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine/Fax</td>
<td>.1</td>
<td>x</td>
</tr>
<tr>
<td>Vehicle</td>
<td>2</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Majority of work is in a normal office environment, must be able to travel and attend meetings off-site on a regular basis. Shares on-call responsibilities for public health emergencies with his or her management staff.