

LINN COUNTY CLASSIFICATION

TITLE: COMMUNICABLE DISEASE PROGRAM SUPERVISOR
NUMBER: 747 **APPROVAL ORDER NUMBER: 2021-209**
PAY RANGE: 18 **DATE: JUNE 29, 2021**
CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans, develops, implements, supervises and evaluates Public Health Communicable Disease programs. Assures that program staff and community partners work effectively together toward defined goals and objectives of grant and project requirements. Develops program objectives and allocates resources to address identified needs. Advises the Public Health Program Manager about communicable disease trends, the County's health status and health services integration.

SUPERVISION RECEIVED: Works under direct supervision of the Public Health Program Manager. Develops and refines work and carries out duties and responsibilities with minimum supervision.

SUPERVISION EXERCISED: Provides general supervision of Communicable Disease Program employees, interns and volunteers. Includes prioritizing and assigning work; selecting new employees; conducting performance evaluations; training staff; ensures that employees follow policy and procedures and are meeting grant requirements; responds to grievances and maintains a healthy and safe work environment.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, implement and evaluate Communicable Disease Program activities in cooperation with the Public Health Program Manager. Provide monthly statistics and data analytics to Public Health Program Manager. Participate in the coordination of the Communicable Disease Program with other Linn County Health Department programs and services.
2. Develop and implement new and future-learning solutions for current and emerging challenges and lead multi-functional, cross-department teams. Support the advancement of the core foundational Public Health services across all Health Department programs.
3. Assure compliance with Federal, State and County regulations, policies, procedures and statutes for the Communicable Disease Program. Prepare budgets for grant funding, meet State annual plan, triennial review and State data and reporting requirements. Ensure ethical data practice and confidentiality is maintained.
4. Plan, assign, review and coordinate the work of all Communicable Disease staff; provide coaching and mentoring; facility training opportunities; provide assistance, support and maintain a healthy and safe working environment.

5. Develop, test, organize and encourage health and quality of life best practices and public policy and systems integration. Support an infrastructure for measuring outcomes, data-driven decision-making, policy development and population health planning and reporting. Work with internal and external partners including municipalities, regional health care systems, education sectors, social service organizations and business communities.
6. Working knowledge of all department programs. Contribute to the integration of services across all programs and work to ensure the successful implementation of Public Health Modernization practices throughout the Health Department.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITIES: This position requires considerable knowledge of the essential elements of Public Health and Population Based Public Health Services including in-depth knowledge of health promotion and education, assessment, data analysis and collaboration skills. Knowledge of community development, promotional and organizational techniques is essential. Must demonstrate excellent organization, communication, inter-personal and leadership skills, as well as, the ability to make decisions independently using tact, good judgment and excellent critical thinking skills. Possess the physical capacity to interact with the public and to develop and maintain effective working relationships and to perform various outreach efforts with staff, community, state partners and other agencies.

EXPERIENCE, EDUCATION AND TRAINING: Bachelor's Degree in Public Health, Epidemiology, Nursing or closely related field required. A Master's Degree is preferred. A minimum of two years of experience in a public health or community-based health related program or any satisfactory combination of experience, training and education which clearly demonstrates the ability to perform the work as determined by the Public Health Program Manager is acceptable.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work involves travel to various community agencies and schools throughout the County. Work involves a significant amount of locomotion, including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear; sit, stand and walk; bend and stoop; use hands to handle or operate objects, tools or controls including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.