



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, DEPARTMENT OF HEALTH AND HUMAN SERVICES**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under general and policy direction performs highly responsible administration, coordination, and liaison activities for multiple health programs. Responsible for planning, organizing, implementing and directing the County Health Department to effectively and efficiently accomplish the mission of the Department. Establishes, maintains and directs the activities of health education and promotion, environmental quality and health, disease prevention and control, health protection and promotion through media, grants and contracts, information management, intergovernmental policy and planning, budgeting and accounting, and staff management and development. Works closely with County Health Authority, Commissioner's Court, and other public officials and health professionals on matters of the public's health and reports significant events, data and concerns on a periodic and as needed basis. Provides executive leadership, management and coordination for the Hidalgo County Health Department. Reports directly to the Commissioner's Court and works closely with other elected officials and policy-making bodies. Organizes and facilitates interactions between the County Health Department and other County Departments and external groups and constituents. Fosters the creation of tactical and long range plans to further the objectives of the County's strategic plan. Travel required.

EXAMPLES OF WORK PERFORMED

Facilitates communication and interaction among Health Supervisors and other County Departments as well as external groups

Facilitate the setting of performance objectives, monitors performance objectives, and evaluates the performance of each program in the Department

Makes recommendations to the Commissioner's Court on critical issues in the Department

Develops and promotes the organization of successful teams to plan and accomplish major objectives

Conducts evaluations and analysis of various issues

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Develops individual performance plans, monitors performance, and formally evaluates the performance of Program Supervisors in the Department

Hires and takes appropriate disciplinary action with Program Supervisors, with approval of Commissioners' Court

Works with other public entities to coordinate service delivery, improve impact of programs and/or ensure the overall mission of the Health Department is being accomplished in the community

Prepares final budget summary for submission to the Commissioners Court

Reviews the Budget on a continuous basis in order to provide feedback to the Programs on their progress

Provides policy decisions for the Department through everyday decisions

Responsible for the separate contracts and grants negotiated with various Government and private providers of services

Controls the purchasing of supplies and equipment to ensure budget compliance

Responsible for managing the Health Department building through coordination with Buildings and Grounds for housekeeping, maintenance, and utility services

Responsible for maintaining control of equipment assigned to the Department

Coordinates all outreach activities through supervision of the program managers

Researches grant programs and develops grant and/or proposal writing

Performs liaison and coordination tasks with Federal, State and local agencies, organizations and association

Prepares and monitors department program (s) budget and reports

Works in developing and implementing a strategic plan for planned approach to community health in Hidalgo County

Responds to complaints and requests from citizens and physicians

Plans for public health needs in communities and develop programs to meet those needs

Makes presentations to community organizations

Maintains up-to-date knowledge of public health issues and management techniques through formal training and reading of literature

Evaluates current delivery of health services

Hires, trains, disciplines, terminates and evaluates the performance of staff

Develops and directs special programs against communicable and other diseases

Prepares or reviews and approves a variety of reports

Performs a variety of administrative duties related to state, county, and federal funding of programs within the health department

Serves as public health liaison to other health providers in the community

Conducts on-site review audits of quality and quantity aspects of programs and clinics

Ensures that programs comply with State and Federal guidelines, standards, and regulations

Arranges continuing education opportunities to promote staff growth and development

Performs other related duties

Radiation Safety/Health Officer

Chief Sanitarian

South Texas Hospital Oversight Committee

TDH Long Range Planning Committee

Hidalgo County Veteran's Advisory Board

TCID Oversight committee

Advisory Board School of Public Health, University Texas Houston

Performs other related duties as assigned

EDUCATION AND EXPERIENCE

A Master's Degree in Public Health, Public Administration or related field

Ten (10) years' experience at the senior executive level of a corporation or public entity

Eight (8) years of experience in supervising or managing a preventive health services program

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of public health principles and practices, laws and regulations; management information systems; social marketing strategies; public and private insurance; current social and scientific concepts and trends in field (s) related to the health service area; civil service systems; organizational development; model building and systems analysis; city, county, state, and federal organization, administration, and relations; community problems and resources and epidemiology of communities

Ability to report and correspondence writing; implementing changes; conflict and problem solving; motivating employees; public speaking leadership (formal and informal); consulting consensus-making; and delegating duties to subordinates

Ability to bring consensus or lead on various problems, issues, goals, etc.

Demonstrated ability to develop creative programs which increased efficiency and effectiveness

Demonstrated ability to conduct research and evaluation of programs and resources

May be required, and must have ability, to work more than 40 hours during a work week

GOALS AND OBJECTIVE:

Assure that prevention and Health Promotion are integral parts of all services

Assure availability of highest quality services to all Hidalgo County residents across the care continuum

To ensure that health care clinics meet state and federal regulations and that all health care professionals who are licensed/certified, meet and abide by all applicable department and state regulations

To provide an orientation program to new employees, and provide staff development opportunities consistently

To provide continuous and adequate monitoring of all personnel providing services

Minimize disparities in health status among all populations

Provide increased access to quality preventive and comprehensive diagnostic/treatment services for eligible clients by maximizing the use of primary prevention, early detection, and management of health care. Example: Prenatal Services; Family Planning Services; Teen Parenting Services; Texas Health Steps; STD Clinic

Ensure that the consumer is the focus of all public health policy and service delivery decisions

Consumer satisfaction will be measured and used as an outcome in the delivery of all public services

An advisory committee with consumer participation will be implemented and utilized to address community health issues

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations