

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIRECTOR - HEALTH PROMOTION
CLASS CODE: 1059

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 10/20/2014 (REVISED 4/19/2006 VERSION)
DEPARTMENT: HEALTH

JOB SUMMARY

Under the general guidance and direction of the Executive Director, performs administrative and professional duties in the Division of Health Promotion. Trains and supervises division staff.

CLASS CHARACTERISTICS

This is a function manager classification level.

ESSENTIAL FUNCTIONS

- Supervises all employees in the division including hiring, orienting, training, evaluating, and monitoring performance.
- Assesses the operation of division programs, evaluates their effectiveness, and recommends changes when needed.
- Coordinates and assigns work.
- Prepares and monitors budget information.
- Prepares the annual report of the division and assists in the production of quarterly, semi-annual, and annual reports of division programs.
- Reviews materials developed by staff and by other agencies for accuracy and appropriateness.
- Represents department at other agencies' meetings and on boards and advisor councils.
- Writes grant applications and administers grant funds; Determines appropriate use of contract grant funds.
- Supervises and conducts classes, presentations, and seminars on public health topics including health promotion, disease prevention, injury prevention, and cardiovascular health.
- Organizes and staffs public health events like health fairs, displays, and demonstrations.
- Responds to questions from the public about general health issues.
- Counsels and trains regarding lifestyle changes/management.
- Coordinates health promotional activities with all health department divisions, as necessary and mutually determined with division directors.
- Coordinates services and programs with other health care and community service agencies and governmental agencies in the county and at the state level.
- Responds to public health emergencies as required by the department or division administration.
- Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of health education theory and principles; Knowledge of the principles of human behavior modification; Skill in education / training techniques; Knowledge of public health terminology, methodology, organization, and practices; Ability to establish and maintain effective relationships with local and State health education personnel, public health professionals, and community health education and safety specialists; Skill in written and verbal communication; Ability to write technical reports, develop curriculum, make presentations, and objectively evaluate

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program effectiveness; Ability to be an active lead member of a team; Skill in counseling, interviewing, and problem diagnosis; and Ability to be self-motivated and self-directed.

PHYSICAL DEMANDS

Regularly: Drive a motor vehicle. Work for sustained periods of time maintaining concentrated attention to detail.

Typically: Sit at a desk or table.

Occasionally: Walk, stand, or stoop; lift or otherwise move objects weighing up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; and Work exposes incumbent to contagious or infectious diseases.

EDUCATION AND EXPERIENCE

Equivalent to a Master's degree in public health, community health, or health promotion; and Five (5) years as a community health educator including two (2) years in a supervisory role. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment; and must be CHES eligible.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.