



HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ 850 MAIN ST. ★ DALLAS, OR 97338-3174
PHONE (503) 623-1888 ★ FAX (503) 623-1889 ★ WWW.CO.POLK.OR.US

★★★ RECRUITING ANNOUNCEMENT ★★★

Position: **Public Health Manager**
Department: Polk County Public Health
Status: Full Time (40 hours/week)
Salary: \$5,278 - \$6,674 (starting salary is typically at the lower end of the range)
plus excellent benefit plan
Application Deadline: **September 26, 2013 at 5:00 p.m.** (Postmarks not accepted)

Duties: Responsible for the development, direction, coordination, and administration of the Public Health services and programs. Provides guidelines and direction to sub-contract service providers; preliminary budget preparation and expenditure supervision of all funding; participation in the ongoing development of community and state partnerships concerning public health issues.

Administers the County Public Health program and assigns all staff members to their responsibilities and duties in keeping with the principles of their profession. Interviews, hires, promotes, demotes, disciplines, or discharges in concert with the Human Resources Department. Supervises Public Health staff, including correctional health staff in the Polk County Jail. Assigns and monitors work. Trains new employees. Develops work plans, reviews performance, and prepares performance evaluations for staff. Works collaboratively with the department head or designee to assure that services delivered by public health programs are developed and delivered in accordance with state, federal, and local regulations/requirements.

Monitors service delivery of all sub-contract service providers for compliance with state, federal, and contract requirements. Coordinates and administers written agreements for social services between the departments and other government agencies, community groups and organizations. Gathers and compiles information for formulating department operating policies and procedures. Implements and coordinates policies and procedures, after review by Health and Human Services Administration.

Act as the liaison between Polk County Public Health and the legislature. Provide feedback on legislative activities to the Board of Commissioners, Health and Human Services Management Team and other Public Health Professionals. Prepare and develop required Public Health plans and reports, such as the Public Health Annual Plan. Represent Polk County on designated boards such as Conference of Local Health Officials (CLHO), Association of Oregon Counties (AOC) and other regional and state meetings.

Coordinate and provide board development and recruitment for the Polk County Health Advisory Board to ensure accordance with OAR's. Responsible for record keeping, compilation of data, research for and preparation of varied and complex reports including special surveys and studies as required by the County and the Oregon Health Authority.

Develops and maintains working relationships and collaborations with other community and State agencies to assist in providing quality service to those in need of public health; provides leadership and professional assistance in evaluating public health needs of the community. Interprets laws and departmental regulations to the public, in person and through correspondence; resolves difficult public relations problems referred by departmental personnel. Performs related duties as required.

Minimum Qualifications: Bachelor's degree in business administration, public administration, nursing, behavioral, social or health sciences; plus graduate level course work in social and behavioral sciences related to public health (or equivalent). Three years of increasing responsibility in public health or related field; or supervisory experience in a health services field; or any equivalent combination of experience, education and training.

Special Qualifications: Passing a criminal background check in accordance with law (ORS 181.533 et seq) may be a requirement for employment in this position. Must possess and maintain a valid Oregon driver's license and automobile insurance, and have access to and use of a personal automobile as a condition of employment.

How To Apply: A Polk County employment application form is required. Obtain application from www.co.polk.or.us, Courthouse, or Jobline at (503) 623-1888. Submit application to: Polk County Human Resources, 850 Main Street, Dallas, OR 97338, e-mail to HR@co.polk.or.us or fax to (503) 623-1889. To apply for Veterans' Hiring Preference, please complete the form available from our website or the Courthouse lobby.

**** Do not submit reference letters, transcripts or certificates with your application. They will not be considered at the application stage. You may provide them at the interview, if you are selected to interview. You may include a cover letter and résumé, if desired.** Polk County will not process applications that are: not signed, illegible, delayed/lost in the mail, or incomplete as a result of e-mailing/faxing.

If you are not contacted to schedule an interview within three weeks after the closing date of this recruitment, you have not been selected to proceed to the interview process. Notification letters will not be sent.

Equal Opportunity Employer
Reasonable accommodations for applicants with disabilities will be provided upon request.