



# Executive Director – Health (Local Health Officer)

## Job Description

Department: Health  
Position: Appointed  
Grade: 738 (Non-Physician)  
740 (Physician)  
Supervisory: Yes  
Reports to: Commissioners

### Summary

Serves as Local Health Officer, responsible for managing the Utah County Health Department with jurisdiction in all Utah County cities under broad policy guidance from the Utah County Board of Health and the Utah County Board of County Commissioners. Oversees clinical activities and treatment services. Supervises division directors. Represents the county at meetings with state and county public health officials, related agencies, and the media.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Local Health Officer

1. Promote and protect the health and wellness of Utah County residents and visitors.
2. Function as the administrative and executive officer and devote full time to the duties of the office.
3. Report to and receive policy direction from the local board of health.
4. Direct programs assigned by statute to the local health department, including administering and enforcing state and local health laws, regulations and standards.
5. Direct the investigation and control of diseases and conditions affecting public health.
6. Serve as Secretary to the Utah County Board of Health.

### Oversight of medical diagnosis and treatment services

1. Coordinate public health services within the County.
2. Consult with clinical staff regarding immunizations and communicable disease.
3. Respond to questions from the public regarding various health concerns.
4. Issue isolation and quarantine orders as necessary for individuals or groups infected or exposed to serious communicable diseases.

### For Office Use Only

Job Code: 1300  
Job Title: Executive Director - Health  
FLSA: Exempt  
Effective Date: 9/14/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: III  
Safety Sensitive: No  
DOT: No  
ML: Department Head

5. Provide or coordinate with contract physicians to provide clinical activities of Health Department including the provision and coordination of medical diagnoses and treatment services such as:
  - a. Reviewing and approving medical charts
  - b. Supervising mid-level practitioners at Health Department clinics
  - c. Examining and treating patients in sexually-transmitted disease clinic
  - d. Performing physical exams for immigration applicants
  - e. Reviewing child health exams and treatments

#### **Department Administration**

1. Hire, train, discipline, terminate, supervise and evaluate all Health Department employees; review and approve payroll; review and approve leave requests; review and comment on performance evaluations; schedule and assign work.
2. Establish policies and procedures for all divisions operations.
3. Monitor department performance.
4. Oversee budget process and functions; present proposed budget to the Board of County Commissioners and to the Board of Health for review and approval; plan service delivery, budgets, contracts, and controls expenditures for department; approve all division budget requests.
5. Prepare annual report and provide it to the County; include a copy of the independent financial audit and a description of the population served by the local health department, and other information as requested by the board.

#### **Other Essential Functions**

1. Supervise and oversee work of division directors in the following divisions:
  - a. Family and Personal Health Services
  - b. Environmental Health
  - c. Health Promotion
  - d. WIC Nutrition
  - e. Mosquito Abatement
  - f. Administration/Vital Records
  - g. Senior Services
2. Develop and implement health programs within Health Department divisions; meet with division directors regularly; assist in resolving personnel issues.
3. Attend and participate in meetings with health officers, state advisory committees, and professional associations.
4. Attend and participate in meetings with county commission, county department heads, other public agencies, the media, and the public.
5. Appropriately disseminate information about health and health hazards to the public.

#### For Office Use Only

Job Code: 1300

Job Title: Executive Director - Health

FLSA: Exempt

Effective Date: 9/14/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: III

Safety Sensitive: No

DOT: No

ML: Department Head

### **Knowledge, Skills, and Abilities**

- Extensive knowledge of public health practices and public health administration
- Extensive knowledge of related laws and regulations
- Thorough knowledge of contracting procedures
- Skilled in public relations
- Skilled in written and verbal communication
- Ability to establish good working relationships with all levels of government officials, other county administrators, news media, civic and private agencies, and the public
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to formulate and administer policies and procedures for all phases of public health administration
- Ability to manage and direct the work of several divisions
- Ability to work effectively under pressure

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is performed in an environmentally controlled building. Work exposes incumbent to contagious or infectious diseases or hazardous chemicals and requires the use of protective devices such as masks, goggles, and gloves. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. Performance of this job routinely requires the use of standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms, including using tools or equipment requiring a high degree of dexterity. The employee is frequently required to walk, stand, stoop, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors and patterns. The employee is required to type, file and lift or move objects weighing up to fifty (50) pounds. The employee works for sustained periods of time maintain concentration and attention to detail. The employee regularly drives a motor vehicle.

### **For Office Use Only**

Job Code: 1300

Job Title: Executive Director - Health

FLSA: Exempt

Effective Date: 9/14/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: III

Safety Sensitive: No

DOT: No

ML: Department Head

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

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to twenty (20) percent.

### **Required Education and Experience for Physicians**

1. Graduate of a regularly chartered and legally constituted school of medicine or osteopathy.
2. Licensed to practice medicine in the State of Utah.
3. Board certified in Preventive Medicine or a primary care specialty.

### **Preferred Experience for Physicians**

1. Successfully completed at least one year of graduate work in Public Health, Public Administration, or Business Administration.
2. Two (2) years of professional level, full-time experience in Public Health or Preventive Medicine, in a senior level administrative capacity.

### **Required Education and Experience for Non-Physicians**

1. Master's Degree in Public Health, Nursing or other health discipline related to public health, public administration, or business administration from an accredited school.
2. Five (5) years of professional, full-time experience in the practice of Public Health, of which at least three (3) years must be in a senior administrative capacity.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

### **For Office Use Only**

Job Code: 1300

Job Title: Executive Director - Health

FLSA: Exempt

Effective Date: 9/14/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: III

Safety Sensitive: No

DOT: No

ML: Department Head

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Job Code: 1300  
Job Title: Executive Director - Health  
FLSA: Exempt  
Effective Date: 9/14/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: III  
Safety Sensitive: No  
DOT: No  
ML: Department Head