



Health Promotions Director

Job Description

Department: Health
Position: Career Service
Grade: 730
Supervisory: Yes
Reports to: Executive Director – Health

Summary

Under general guidance and direction of the Executive Director – Health, supervises activities and employees of the Health Promotion Division and implements efficient methods and procedures to meet Health Promotion and substance use prevention needs in Utah County. Responsible for fiscal control, personnel management, program planning, operations, evaluation, quality, policy development, and appropriateness of program services.

Essential Functions

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

1. Supervise, plan, and coordinate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings; be in office during expected work hours.
2. Identify, evaluate, and resolve personnel concerns.
3. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
4. Evaluate performance and conduct performance appraisals.
5. Evaluate operation of division programs; evaluate program effectiveness and recommend changes, as needed.
6. Interpret, clarify, explain, and apply agency policy and procedures, federal, state, and county laws and regulations.
7. Conduct quality improvement and complete performance-based initiatives for the division and health department; report results to the department and County leadership bi-annually.
8. Conduct bi-weekly meetings with Health Promotion Program Managers and monthly meetings with all Division Staff.
9. Prepare and submit the division budget; monitor the budget-to-actual report; approve and monitor expenditures and revenues on a monthly basis; coordinate with department finance staff weekly.

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Job Code: 1059

Job Title: Health Promotions Director

FLSA: Exempt

Effective Date: 10/25/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Division Director

10. Prepare the annual report for the division and assist with the production of quarterly, semi-annual, and annual reports of division programs.
11. Review materials developed by staff and by other agencies for accuracy and appropriateness.
12. Represent department at outside agency meetings and on boards and advisory councils.
13. Write grant applications and administer grant funds; determine appropriate use of contract grant funds, per grant requirements; verify subrecipient grant funds are utilized appropriately.
14. Supervise and conduct classes, presentations, and seminars on public health topics, including health promotion, infectious disease prevention, chronic disease prevention, injury prevention, and substance use prevention.
15. Organize and coordinate staffing for public health events, demonstrations, and other public health initiatives.
16. Respond to questions from the public about general health issues; counsel and provide training regarding lifestyle changes and prevention behaviors.
17. Negotiate or mediate issues with internal and/or external agency representatives and/ or concerned outside parties or their representatives; settle or resolve issues or complaints.
18. Coordinate health promotional programs, services, and activities with other health department divisions and with outside health care and community service agencies at the county and state level.
19. Supervise the health department's communication and disparity reduction program to help all vulnerable populations and the general public have access to department programs and services.
20. Participate in updating Project Public Health Ready each year for the department.
21. Complete required training as assigned on an annual basis.
22. Respond to public health emergencies as required by the department or division administration; carry provided cellular phone or other emergency communication devices during all work hours and at all other times when unavailable by phone.

Knowledge, Skills, and Abilities

- Knowledge of health education theory and principles
- Knowledge of public health terminology, methodology, organization, and practices
- Knowledge of the principles of human behavior modification
- Knowledge of financial techniques to develop and implement a division budget
- Knowledge of quality improvement and performance management techniques and principles
- Skilled in supervisory techniques
- Skilled in negotiation, management, and leadership
- Skilled in counseling, interviewing, and problem diagnosis
- Skilled in education and training techniques
- Skilled in conflict resolution and change management
- Ability to respond to stressful and confrontational situations while maintaining professional standards

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- Ability to establish and maintain effective relationships with those contacted in the course of work activities
- Ability to analyze technical data and write technical reports
- Ability to develop curriculum and make presentations
- Ability to objectively evaluate program effectiveness
- Ability to be self-motivated and self-directed
- Ability to communicate effectively verbally and in writing

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 office, library, computer room, or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose incumbent to contagious or infectious diseases. The job occasionally requires the use of protective devices such as masks, goggles, or gloves. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate. The incumbent may be 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. The employee is occasionally required to stand, talk, and hear. The employee typically sits at a desk or table and regularly works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color or patterns. The employee is required to type, file, and lift supplies up to forty (40) pounds. The employee regularly drives a motor vehicle.

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, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

- 1. Master’s degree in Public Health, Community Health, Health Promotion, or a related field.
- 2. Five (5) years of work experience as a Community Health Educator, including two (2) years in a supervisory role.

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.
- 3. Applicants must possess the Certified Health Education Specialist (CHES) credential or the Certified Public Health (CPH) credential.
- 4. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

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.

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 _____

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