

ASSOCIATE DIRECTOR, HEALTH DEPARTMENT

NATURE AND VARIETY OF WORK

This is professional, management-level, supervisory, and administrative work directing, planning, and coordinating the overall activities of a major health directorate within the County Health Department. The Associate Director insures compliance with various County, State, and Federal public and health laws, codes, ordinances, and standards within the scope of the Directorate. The position incumbent is responsible for managing the comprehensive programs and services within the divisions that comprise the Directorate. The Associate Director administers the Directorate with wide latitude for exercising independent action and judgment under the general supervision of the County Health Officer. Work is evaluated based upon its achievement of Directorate/departmental policies, goals, and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate professional, para-professional, technical, and clerical positions as defined in the Personnel Law (Section 16-102(59)).

Provides management-level assistance to the Health Officer in the administration of the Directorate, in such areas as budget, personnel, data processing, procurement, education, training, finance, and legal matters.

Assists the Health Officer in planning, directing, and coordinating the inspectional, investigative, enforcement and administrative activities, programs, and services of divisions that comprise the Directorate.

Administers a comprehensive enforcement program to insure compliance with various County, State, and Federal public health laws, codes, ordinances and standards within the scope of the Directorate.

Assists in the formulation and development of programmatical policies, goals, objectives, standards, procedures, and legislation.

Represents Prince George's County on public health issues before government and legislative committees.

Confers/coordinates with elected officials, municipal authorities, owners, operators, and other agencies in order to clarify and resolve actual/potential problems; and to initiate/recommend appropriate actions that will gain compliance with public and environmental health laws, codes, and regulations.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employees class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Extensive knowledge of and/or ability to apply principles of natural sciences (e.g., biology, chemistry, physics).

Extensive knowledge of the principles, objectives, techniques, and practices related to public and environmental health programs.

Extensive knowledge of County, State and Federal laws, codes, and ordinances governing public health.

Extensive knowledge of modern management principles and techniques.

Thorough knowledge of the Prince George's County geographical area, in order to direct daily enforcement activities in the most efficient and timely manner.

Ability to organize, supervise and evaluate the work of professional, technical and inspectional subordinates and to maintain high standards of performance.

Ability to establish and maintain effective working relationships with co-workers, the public, agents, operators, property owners, attorneys, and elected officials and others.

Ability to interpret and enforce codes and regulations firmly, tactfully, and impartially.

Ability to accurately read and interpret maps, plans, and schematic drawings.

Ability to express ideas clearly and concisely both orally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's Degree with major coursework in Health, Environmental, Physical, Biological
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or Engineering Sciences; plus a minimum of five (5) years experience in health related inspectional work, two (2) of which involved the supervision of professional staff, and two (2) of which was at the management level.

DESIRABLE QUALIFICATIONS

Appropriate required certification to be determined at time of announcement.

NEW: CB-120-1986

REVISED: CB-99-1989