



DISTRICT HEALTH OFFICER

ROLE OVERVIEW

Highly responsible public health professional responsible for providing medical and public health leadership to the Southern Nevada Health District (Health District) and the Southern Nevada Community Health Center (CHC); administering the Health District and Community Health Center programs, and performing any other duties specified by the Southern Nevada District Board of Health (Board of Health). The District Health Officer reports to and serves at the pleasure of the Board of Health.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from, provides ongoing support to the Board of Health and provides leadership to the executive team, the Health District, and the CHC.

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES

- Plan, organize, direct, coordinate, and administer public health programs for Clark County
- Maintain accountability for overall administration, financial health, and management of the Health District
- Oversees the development and implementation of public health policy consistent with the mission and overall goals of the Health District
- As appropriate, together with the Chief Medical Officer, provide clinical leadership for assigned programs and projects; oversees the recruitment, support, and retention of clinical personnel
- ~~As appropriate, provide medical consultation to various Health District programs and activities~~
- Plans, directs, and coordinates, through subordinate level managers, the Health District's strategic plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures
- Manages the development and administration of the Health District and CHC budgets, controls fiscal expenditures and revenues, and recommends yearly budget for Board approval
- ~~Provides management and direct oversight over the Health District's Human Resource function~~
- Provides planning and support for continuous and adequate funding for key programs from all available sources
- ~~Provides management and direct oversight for the Information Technology function~~

SOUTHERN NEVADA HEALTH DISTRICT
District Health Officer (*Continued*)

- Coordinates Health District activities with state and federal programs, local medical societies, and other outside agencies and organizations
- Provide staff assistance to the Board of Health; directs the preparation of and provides reports to the Board of Health, State Board of Health, and other interested parties
- Provide staff assistance to the CHC's Executive Director and CHC Board
- Directs the development and implementation of partnerships and collaborations to provide effective political networks within the community, county, and the state; represents the Health District to elected officials and outside agencies; explains, justifies, and defends programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures in a Quality Assurance Program; assesses and monitors work-load, administrative, and support systems and internal reporting relationships; identifies opportunities for improvement, and directs the implementation of changes
- Identifies and analyzes public health policy issues and alternatives; stays abreast of new trends and innovations in the field; participates on a variety of boards and commissions; attends and participates in professional group meetings
- Utilizes principles of media advocacy to communicate the public health mission to stakeholders; works with community coalitions and advocacy groups; guides the Board of Health and the Health District in seeking policy change and action on public health issues; translates policy decisions into organizational and community programs and services
- Serves as the Health District's primary media spokesperson on public health topics or, when appropriate, identify other subject matter experts for a particular topic
- Hires, directs, and supervises division directors, administrative staff, and other employees
- Approves a job description, qualifications, and compensation, and oversees the recruitment, selection, and appointment of a Chief Medical Officer
- As appropriate, assures the development of protocols and standing orders for clinical programs; provide direction and develop polices and protocols for clinical services, including the control and prevention of communicable diseases
- ~~• As appropriate, provide medical consultation to various Health District programs and activities~~
- ~~• As a member of the leadership team, participate in business and program development, organizational management, and strategic and business planning~~
- [Maintains a positive relationship with representatives of the union](#)
- Performs related duties and responsibilities as required

SOUTHERN NEVADA HEALTH DISTRICT
District Health Officer (Continued)

Essential Qualifications:

- Knowledge of operational characteristics, services, and activities of public health programs, and of a Federally Qualified Health Center
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Demonstrated leadership and management skills—supervision, performance evaluation, priority setting, planning, finance, and information technology
- Strong understanding and demonstrated utilization of systems approaches and improvements
- Knowledge of human resources and personnel management
- Principals of grant management/administration
- Public Health organization and function; community problem solving
- Modern and complex principles and practices of program development and administration
- Principles and practices of budget development and expenditure control, including the preparation of clear and concise financial reports
- Principles of medical science and their application to **p**ublic **h**Health and Federally Qualified Health Center programs
- Pertinent **f**ederal, **s**tate, and local laws, codes, and regulations
- As applicable, principles, protocols, and practices of medical diagnosis and treatment including, but not limited to, the treatment and management of communicable diseases **m**ethods of instruction, staff development, and quality assurance for public health programs

Ability to:

- Communicate clearly and concisely, both orally and in writing
- Excel in working in multidisciplinary, team-based settings
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility
- Identify and respond to community and Board of Health issues, concerns, and needs
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient leadership for the Health District
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Interpret and apply **f**ederal, **s**tate, and local policies, procedures, laws, and regulations
- Identify and interpret emerging trends in public health and provide information, analysis, and interpretation to the Board of Health and community partners
- Recommend policy changes to support greater efficiency and delivery of public health services

SOUTHERN NEVADA HEALTH DISTRICT
District Health Officer (*Continued*)

Education, Training, and Experience Guidelines

Education and Training:

- Medical Doctor or Master's or Doctoral degree from an accredited college or university in public health, health care administration, public administration, business administration, medicine, or a related field.
- ~~If a physician, completion of accredited medical school and residency, and the ability to obtain an unrestricted license to practice medicine in the state of Nevada within six (6) months of accepting the position~~
- Training, experience, and demonstrated interest in public health and related programs will also be considered

Experience:

- A minimum of 5-10 years of progressively responsible experience in roles that demonstrate growth and/or advancement in complexity and level of responsibility
- Expertise in public health policy and development
- Experience within local, state, or federal public health departments, organizations, or agencies is preferred
- Experience with Federally Qualified Health Centers is a plus

Salary and Benefits

Salary will be commensurate with qualifications and experience. Excellent benefits package, including medical, dental, disability, and life insurance, professional development, paid earned time off and holidays.

License or Certificate:

- If a physician, a current license to practice medicine or osteopathy in the State of Nevada within a year of employment
- If a physician, certification in public health and/or preventive medicine by the appropriate specialty board is preferred
- Possession of or ability to obtain an appropriate, valid Nevada driver's license

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200, and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

SOUTHERN NEVADA HEALTH DISTRICT
District Health Officer (*Continued*)

FLSA Exempt
Bargaining
Unit Ineligible

Approved by the Board of Health on July 23, 2015

[Revisions Approved by the Board of Health on \[DATE\]](#)