

# ASSISTANT PUBLIC HEALTH ADMINISTRATOR

**Division:** Administration

**Immediate Supervisor:** Public Health Administrator

**Blood borne Pathogen Risk Classification:** 3

**Fair Labor Standards Act (Exempt Status):** E

**Salary Schedule Pay Grade:** Established by the Public Health Administrator

**Created: May 10, 2018**  
**Amended: May 14, 2018**

As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependent on funding allocation and community expectations.

## **Summary of Duties:**

1. Plans, directs, controls, coordinates, and evaluates the services and programs of the Public Health Divisions and the work of all professional, technical, support, and volunteer staff therein.
2. On a day-to-day basis, serves as Director of Health Protection Division; maintaining required Licensed Environmental Health Practitioner certification.
3. Assures functioning operational policies, procedures, and systems exist to assure the smooth, efficient, and effective functioning of the Public Health Division, including, but not limited to: financial, personnel, data/information, community/public relations, and quality assurance.
4. Assures compliance with all statutes, ordinances, laws, rules, regulations, and policies related to the Public Health Division, as enacted and revised from time to time by the Illinois General Assembly, the Illinois Department of Public Health, the County Board, the Board of Health, or other legitimate entity.
5. Assures the recruitment, selection, employment, training, and retention of Public Health Division staff competent and capable of serving the mission and achieving the objectives of the department.
6. Serves as the Assistant Public Health Administrator directed by the Public Health Administrator, responsible for directing the overall activities for the Health Department in the absence of the Administrator.
7. Serves as an official spokesperson for the Knox County Health Department with the media and outside groups when necessary.
8. Other duties as assigned.

### **Minimum Qualifications:**

Master's degree in public health from a college or university accredited by the North Central Association or other regional, nationally-recognized accrediting agency and two years full-time administrative experience in public health; or

Graduate degree in a related field from a college or university accredited by the North Central Association or other regional, nationally-recognized accrediting agency and two years full-time administrative experience in public health.

### **Essential/Non-Essential Functions:**

Assistant Administrator serves as a partner with the Public Health Administrator to implement the mission of the Knox County Health Department, assisting in directing and coordinating administrative, fiscal, and personnel operations

Serves as the second in command for the Health Department as the backup for the Public Health Administrator; and full-time as the Director of Health Protection.

Works with the Public Health Administrator to assure departmental compliance with relevant practice standards, including:

- Systematic assessment of community health needs.
- Timely and appropriate investigation of adverse health effects.
- Wise resource management, which develops the organization.
- Evaluation of programs to assure high quality.
- Information to, and education of the public on public health issues.

Desirable knowledge and skills include:

- Thorough understanding of and ability to apply public health and epidemiological principles and practices.
- Detailed knowledge of federal, state, and local statutes, rules, and regulations relating to environmental protection and public health.
- Ability to express oneself clearly and concisely, both verbally and in writing.
- Computer literacy.
- Ability to promote and maintain positive and effective working relationships between and among board and staff.
- Ability to develop and maintain positive collaborative relationships with professional, governmental, and community groups.
- Ability to handle stress and serve the public, patients, clients, contractors, customers, and other constituents with dignity, respect, and competence.
- Excellent budgeting, financial, and personnel management skills. ▪ Strong leadership and motivational skills.

**Physical/Mental Attributes:**

Must be able to walk, stand, and manipulate health education instruments and materials. Must be able to write and operate a keyboard. Must be able to lift and carry health education materials and audiovisual equipment not to exceed twenty-five (25) pounds. Must be able to drive a vehicle.

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**Performance Standards:**

Performance will be measured by the Knox County Board of Health on an annual basis

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Employee Signature