

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT



719 Batavia Avenue
Geneva, Illinois 60134
Phone: (630) 232-3560
Fax: (630) 232-3421
www.countyofkane.org

JOB DESCRIPTION

Job Title: Executive Director of Health Department
Department: Health Department
FLSA Status: Full Time - Exempt
Salary: \$155,000 to \$175,000 Annually
Bargaining Unit: No

General Summary: The Executive Director is responsible for overseeing the administrative, fiscal, health, and all other operations of the Kane County Health Department while ensuring compliance with Public Health Committee and County Board directives and applicable grantor, federal and state requirements. The Executive Director is an advocate for public health on a local, state, and national level. The Executive Director must be visible and accessible to the community and an inspiration to the Health Department employees. Under the policy direction of the Public Health Committee and the County Board, the Executive Director is expected to form partnerships with community leaders and organizations, county management, and the County Board members.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Supervises the work of professional, technical, and administrative staff engaged in the delivery of public health services.
2. Formulates and administers comprehensive public health programs based on needs and available resources. Makes recommendations to and consults with the Board of Directors on general policies and procedures, goals, and proposals and methods of service delivery for public health and clinical care programs.
3. Determines the types and levels of services to be provided and the standards by which delivery will be evaluated; directs the preparation of annual budgets, health care plans, and funding applications; monitors and evaluates delivery, performance, and expenditures;
4. Provides regular information and updates to Public Health Committee and serves as liaison to the County Board.
5. Acts as the Health Department's spokesperson on public health; provides verbal and written presentations on public health topics and Health Department programs and services. Secures and maintains community support for public health programs.
6. Advises the Public Health Committee, County Board, and stakeholders of developments in public health, legislative issues, policies, and methodologies.
7. Directs searches for new funding sources and coordinates public healthcare activities with related services provided by other county departments.
8. Works with the Public Health Committee to develop strategic goals for the organization.
9. Makes public presentations and meets privately with physicians and administrators of health and social service agencies.
10. Forms positive relationships with legislators, elected officials, and community leaders. Monitors state and federal legislation and provides comments and recommendations to the County Board.

11. Maintains 24/7 availability to respond to emergencies, drills and other related activities, and directs operational emergency response efforts.
12. Maintains confidentiality of privileged information and adheres to patient privacy laws.
13. Creates an organizational culture which demonstrates and promotes sensitivity and understanding of other ethnic groups and cultures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of applicable federal, state and local laws, regulations, and public health priorities and initiatives and of the principles and practices and interagency responsibilities involved in contemporary public health.
2. Knowledge of federal and state laws and regulations governing the services and work of local public health programs.
3. Strong management and effective leadership skills with the ability to develop, identify, motivate, and properly direct staff talent.
4. Experience with fiscal management, budget administration and control, program budgeting, principles and practices of personnel oversight, and information systems organizational management, preferably in a government setting.
5. Strong customer service focus and highly responsive to client and community needs.
6. Skilled in applying project management techniques in order to achieve operational goals.
7. Knowledge of the principles and practices of managing providers and other medical professionals along with effective public and community relations practices.

TRAINING, EDUCATION AND WORK EXPERIENCE:

1. Completion of a Master's Degree in Nursing, Public Health, or related clinical area, or an MBA in Healthcare Management and ten years of operational management experience including oversight of multiple functional areas; or an equivalent combination of training and experience that proves the required knowledge and abilities.
2. Illinois Registered Nurse or other clinical licensure strongly preferred.
3. In accordance with Illinois Department of Public Health requirements, this position requires a minimum completion of a Bachelor's degree from a college or university accredited by the North Central Association or other regional or nationally recognized accrediting agency, and four years of full-time administrative experience, of which at least two years must be in public health.
4. Experience should include working with community health care agencies.
5. Ability to obtain National Incident Management System (NIMS)/Incident Command System (ICS) 100 certification. National Incident Management System (NIMS)/Incident Command System (ICS) 700 certification. National Incident Management System (NIMS)/Incident Command System (ICS) 300 and 400 certification within three (3) months of employment.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

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

Prolonged periods of sitting, talking, listening, working on a computer = 75%

Lifting up to 15 pounds at a time, reaching, bending, walking = 25%

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, printer, scanner, telephone, fax, copier, county vehicle, health related equipment and supplies related to duties.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Work performed in the field are subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Field locations may subject worker to communicable diseases, raw sewage, immobilizing mud, food service equipment, vectors (i.e. mosquitoes and ticks), fleas and chiggers, pathogens, snakes, poison ivy, toxins, hazardous materials, chemicals, and animals. May occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

REPORTING RELATIONSHIPS:

Reports to: The Kane County Board by and through the Kane County Board Chair and the Public Health Committee

Directs Work of: Kane County Health Department

Employee:

Signature: _____ Date: _____

Supervisor:

Signature: _____ Date: _____