



SAN JUAN
COUNTY
JOB DESCRIPTION

Job Title: Executive Director-Local Health Officer	Salary: \$87,209-\$130,814 (Dependent Upon Experience and Education Level)
Department: Public Health	FLSA Status: Appointed Exempt
Effective Date: January 1, 2025	Safety Sensitive
Revision Date: December 31, 2024	

Summary Statement of Overall Purpose/Goal of Position:

Serves as Local Health Officer, responsible for managing the San Juan County Health Department with jurisdiction in all San Juan County cities/towns under broad policy guidance from the San Juan County Board of Health and the San Juan County Board of County Commissioners. Oversees clinical activities and treatment services. Supervises Division Directors. Represents the County at meetings with State and County public health officials, related agencies, and the media.

Overall Responsibility:

Local Health Officer

1. Promote and protect the health and wellness of San Juan County residents and visitors;
2. Function as the Public Health Department administrative and executive officer and devote full time to the duties of the office;
3. Report to and receive policy direction from the San Juan County Board of Health;
4. Direct programs assigned by statute to the local health department, including administering and enforcing state and local health laws, regulations and standards;
5. Direct the investigation and control of diseases and conditions affecting public health;
6. Act as the local registrar of vital statistics within the Department's boundaries without additional compensation or payment of fees provided by law;
7. Have the qualifications of training and experience for that office equivalent to those approved by the Department for local health officers and at a level to satisfy the State and Federal Minimum Performance Standards;
8. Serve as Secretary to the San Juan County Board of Health.

Department Administration:

1. All Public Health Department personnel shall be hired by the local health officer or his/her designee in accordance with the County's merit system, personnel policies, and compensation plans approved by the Board and ratified by the Board of County Commissioners. This includes evaluating all Health Department employees; review and approve payroll; review and

- approve leave requests; review and comment on performance evaluations; schedule and assign work;
2. Subject to the County's merit system, employees of the Health Department may be removed by the local health officer for cause. A hearing shall be granted if requested by the employee or shall be handled pursuant to the County personnel policies;
 3. Establish policies and procedures for all divisions operations;
 4. Monitor Department performance;
 5. Oversee budget process and functions; present proposed budget to the Board of County Commissioners and to the Board of Health for review and approval; plan service delivery, budgets, contracts, and controls expenditures for Department; approve all Division budget requests;
 6. Manage and oversee Department and Division contracts, contract objectives, and activities of the contract to ensure performance objectives are met and expenditures are appropriately allocated;
 7. Frequently report to the San Juan County Board of Health on contract status and performance of contracts. Seek contract approval from the Board of County Commissioners with ratification from the Board of Health;
 8. Prepare an annual report and provide it to the Board of County Commissioners; include a copy of the independent financial audit and a description of the population served by the local health department, and other information as requested.

Other Essential Functions

1. Develop and implement health programs within Health Department Divisions; meet with Division directors regularly; assist in resolving personnel or programmatic issues;
2. Attend and participate in meetings with health officers, state advisory committees, and professional associations;
3. Attend and participate in meetings with Board of County Commissioners, County Department heads, other public agencies, the media, and the public;
4. In coordination with the San Juan County Health Board, appropriately disseminate information about health and health hazards to the public;
5. All other General Performance Standards for Local Health Department Administration as outlined by Utah Administrative Rule R305-10, Utah Code 26A-1-101 and San Juan County Ordinance No. 2018-01-A.

Knowledge, Skills, and Abilities

- Extensive knowledge of public health practices and public health administration
- Extensive knowledge of related laws and regulations
- Thorough knowledge of contracting procedures
- Skilled in public relations
- Skilled in written and verbal communication
- Ability to establish good working relationships with all levels of government officials, other county administrators, news media, civic and private agencies, and the public
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to formulate and administer policies and procedures for all phases of public health administration
- Ability to manage and direct the work of several divisions
- Ability to work effectively under pressure

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 environmentally controlled building. Work exposes incumbent to contagious or infectious diseases or hazardous chemicals and requires the use of protective devices such as masks, goggles, and gloves. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances.

Performance of this job routinely requires the use of standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive a San Juan County owned vehicles in the course of conducting County business and must abide by the San Juan 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, including using tools or equipment requiring a high degree of dexterity. The employee is frequently required to walk, stand, stoop, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors and patterns. The employee is required to type, file and lift or move objects weighing up to thirty (30) pounds. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee regularly drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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.

Required Education and Experience for Physicians

1. Graduate of a regularly chartered and legally constituted school of medicine or osteopathy.
2. Licensed to practice medicine in the State of Utah.
3. Board certified in Preventive Medicine or a primary care specialty.

Preferred Experience for Physicians

1. Successfully completed at least one year of graduate work in Public Health, Public Administration, or Business Administration.
2. Two (2) years of professional level, full-time experience in Public Health or Preventive Medicine, in a senior level administrative capacity.

Required Education and Experience for Non-Physicians

1. Master's Degree in Public Health, Nursing or other health discipline related to public health, public administration, or business administration from an accredited school.
2. Five (5) years of professional, full-time experience in the practice of Public Health, of which at least three (3) years must be in a senior administrative capacity.

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 may be required to submit to a pre-employment drug screen and/or a background check.

SAN JUAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of San Juan County Government to provide and promote equal opportunity employment, compensation and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age or disability. The County provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.