



Public Health
Prevent. Promote. Protect.

VICTORIA COUNTY

PUBLIC HEALTH DEPARTMENT

2805 N. Navarro, Victoria, TX 77901

Position: Assistant Director of Public Health

Full-time Position

Salary: \$31.84 - \$41.39/hr

**Essential
Exempt**

**Open until
filled**

SUMMARY

The Victoria County Public Health Department (VCPHD) Assistant Director reports to the Victoria County Public Health Director, who reports directly to the Victoria County Judge and Commissioners. This position is responsible for providing support and supervision for each program within the Public Health Department, including Nursing, Environmental, WIC, HIV/AIDS resources, Community Engagement, Texas Home Visiting, Epidemiology, Public Relations, Finance, and Public Health Preparedness. The Assistant Director ensures the functional capabilities of VCPHD to meet the community's public health needs. In the absence of the Public Health Director, the Assistant Director of Public Health will report directly to the Victoria County Judge and Commissioners' Court. The VCPHD Assistant Director also has multi-jurisdictional responsibilities in Victoria and DeWitt Counties, Texas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with staff and other stakeholders to develop and articulate a vision for public health and the organization. Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into practice.
- Articulates and models professional values and ethics and facilitates organizational mission development and reassessment. Ensures the organization has strategies for interacting with persons from diverse backgrounds and considers the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability, and delivery of public health services.
- Identifies and analyzes public health policy issues and alternatives and mobilizes public and policymaker support for public policy changes that improve health.
- Communicates the public health mission to stakeholders, works with community coalitions and advocacy groups, guides policy change and action on public health issues, and translates policy decisions into organizational and community programs.
- Develops collaborative and partnering strategies, including task forces and coalitions, and facilitates networking of all stakeholders to address emerging public health issues.

- Serves on boards and committees of other community organizations to ensure VCPHD is integrated into the local public health system.
- Communicates regularly with VCPHD managers, staff, external stakeholders, and the public about trends and events of importance to the organization and the public. Utilizes social marketing and health education principles to communicate with target audiences and expand access to public health data and information for the VCPHD staff and public.
- Provides leadership to the management team and subordinate employees, including ongoing mentoring, coaching, and team-building responsibilities. Provides guidance and oversight for the department's daily operations, events, and functions.
- Develops organizational team structures and systems focused on customer service and continuous quality improvement. Facilitates team development and serves as a team facilitator, mediator, and effective team member.
- Develops, coordinates, and implements training programs to contribute to staff's professional and personal growth.
- Participates in the investigation and resolution of ongoing personnel issues, anticipating problems whenever possible, and developing, recommending, and initiating appropriate steps for resolution. Monitors organizational climate to ensure high staff morale and performance.
- Reviews personnel recommendations from managers/supervisors and makes recommendations to the Victoria County Commissioners' Court.
- Manages programs within current and forecasted budget constraints and recommends budgetary priorities for the department.
- Assists in identifying funding opportunities from public and private sources to address public health priorities.
- Writes and reviews grant applications, manages and administers grant funds, and ensures the completion of required grant reporting documents.
- Authorizes purchase orders for program expenses for the department and approves expenditures for processing by accounting.
- Responds to inquiries or complaints from citizens, officials, regulatory agencies, the business community, and news media.
- Possesses knowledge of the HIPAA Privacy Act and can appropriately handle confidential information.

- Prepares agendas and meeting materials for VCPHD Board of Health meetings and serves as the Board's Secretary in the absence of the Director of Public Health.
- Serves in the Victoria Emergency Operations Center during disaster response activities as directed.
- Ability to travel out of town for training and seminars and work an after-hours schedule as required.
- Perform other job-related duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Directly supervises 10 staff from the VCPHD Leadership team and indirectly 50 VCPHD staff.
- Carries out supervisory responsibilities in accordance with the County's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND/OR EXPERIENCE

- Experience: The Health Department Assistant Director shall have a minimum of five years of previous experience in management or leadership positions in a health department or other organization. Preference will be given to candidates with senior-level leadership and strategic planning experience.
- Education: Bachelor's Degree in Nursing (or Registered Nurse, RN), Health Administration, Public Health, Business, Public Administration, Social Services, Social Work, or a related field is required.
- Certifications: National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700, 800, 300, 400, certification within one year of appointment.
- Background Check: Must be able to pass a law enforcement criminal background check.

OTHER SKILLS

- Knowledge of the Microsoft Office Suite and can use information technology effectively to present, collect, store, and retrieve information.

- Knowledge of administrative and financial management of grants and public health programs.
- Ability to quickly change focus and priorities to address competing priorities as necessary.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Driver's License and proof of automobile liability insurance.

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

- Sit at a desk, talk, and/or hear over 2/3 of the time.
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, under 1/3 of the time.
- Up to 25 pounds lifting under 1/3 of the time. Over 25 pounds lifting none of the time.
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to moderate noise levels.
- Exposure to a variety of environmental conditions during public appearances.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901