



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 706.6

Job Title: **SENIOR PUBLIC HEALTH DENTIST, DDS**

Pay Grade: 28

GENERAL SUMMARY:

Supervises the development, implementation, evaluation and coordination of dental programs at an assigned health clinic; performs professional dental services.

RESPONSIBILITIES:

- Supervises the day-to-day operations of the assigned dental clinic(s), including responsibility for personnel, supplies and equipment, dental laboratory, and policies/procedures.
- Performs professional chairside dental procedures and advises patients on preventive and restorative dental care.
- Participates in community outreach programs, health fairs and other dental health programs.
- Evaluates and recommends improvements and/or changes in operational and administrative procedures, supplies, and equipment that would enhance patient care.
- Maintains optimum clinic productivity and efficiency.
- Collects, reports and evaluates utilization data.
- Assures quality of services rendered.
- May be required to work at more than one clinic location.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Doctoral degree in Dentistry from an accredited dental school.

License: A valid license to practice dentistry in the State of Texas and a current annual registration certificate are required.

EXPERIENCE:

Two years of experience in chairside dentistry within the past five years are required. Experience in administration/management is preferred.

COMPLEXITY:

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly request personnel actions, such as hiring, terminations, pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Public Health Dentist, DDS
Senior Public Health Dentist, DDS
Bureau Chief, DDS

Effective: January 1996

Revised: May 2006