



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 706.5

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

Pay Grade: 26

GENERAL SUMMARY:

Provides professional chairside dental restorative, preventive and surgical services in compliance with established professional standards in the community.

RESPONSIBILITIES:

- 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.
- Advises 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.
- Consults with other health care professionals as required.
- 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:

No experience is required.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

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.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No direct report employees.

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 included in the above job description.

JOB FAMILY:

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

Effective: October 1990

Revised: May 2006