CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 747.2

Job Title: **ASSISTANT DIRECTOR-PUBLIC HEALTH (EXE LEV)**

Pay Grade: 33

GENERAL SUMMARY:

Plans, directs, organizes and coordinates all program activities, including technical support, human resources, and operational guidelines for a division/department of City government.

RESPONSIBILITES:

- Manages division subordinates and oversees the supervision of department employees. Offers guidance and policy interpretation; resolves grievances.
- Evaluates and recommends changes in department/division programs and policies; formulates support strategies for budgets and program funding, technical systems support, capital equipment innovations and human resource additions.
- Promotes communication relative to departments' programs, services, resources, objectives and policies; may act as official spokesperson for news conferences, professional meetings and award ceremonies.
- Assimilates and evaluates proposed legislation, bureau objectives and goal attainment, and community data, issues and needs; recommends program changes or improvements as appropriate.
- Coordinates division objectives and departmental programs with community needs and legislative and legal requirements.
- Initiates and/or participates in enforcement proceedings regarding health violations.
- Handles highly sensitive complaints or inquiries.

SPECIFICATIONS:

KNOWLEDGE:

Requires either:

a Doctor of Medicine (M.D.) degree from a medical school accredited by the American Medical Association,
a Doctoral degree in Dentistry from a dental school accredited by the American Dental Association,
a Master's degree (PA-C, MPAS) from a Physician Assistant/Associate program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), or
a Master's degree in Advanced Practice Nursing (or completion of an advanced educational program of study appropriate for practice in an Advanced Nursing specialty) recognized by the Board of Nursing Examiner.

SPECIFICATIONS: (continued)

CERTIFICATION/LICENSE:
Requires either:

a valid Texas Medical license,
a valid license to practice dentistry in the Stat of Texas,
a valid license by the State of Texas to practice as a Physician Assistant and certification by the National Commission of Certification of Physician Assistants (NCCPA), or
a valid license to practice as a Registered Nurse and as an Advanced Practice Nurse in the State of Texas.

EXPERIENCE:
Eight years of professional medical/dental health experience in a major health agency or a similar facility are required.

COMPLEXITY:
Work is non-standardized, 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.

IMPACT OF ACTIONS:
Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. 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 Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as an Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

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 involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:
The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

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

JOB FAMILY:

Public Health Assistant Director

Effective: October 1990
Revised: December 1994
Revised: October 2023