



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 747.3

Job Title: **BUREAU CHIEF, PUBLIC HEALTH**

Pay Grade: 30

### **GENERAL SUMMARY:**

Supervises and coordinates the activities of bureau employees; provides consultative and educational expertise and support in a specialized public health area.

### **RESPONSIBILITIES:**

- Develops technical programs for Bureau.
- Maintains test sensitivity, specificity, and accuracy.
- Develops specifications for supplies, reagents and equipment.
- Develops and maintains safety programs.
- Recommends personnel actions such as promotions, hires, salaries, job evaluations, disciplinary actions, and dismissals.
- Participates in and guides the development of quality assurance/quality control programs of bureau activities; is ultimately responsible for quality control.
- Coordinates, monitors and evaluates administrative and professional public health activities/programs.
- Designs, develops and recommends new public health programs and strategies to handle expanded community growth and needed additional services, control, education, facilities, research, resources, etc.
- Meets with employees and governmental, business, professional, civic and other groups to discuss public health policies, programs and objectives.
- Responds to media inquiries and drafts public health responses for Mayoral and City Council requests.
- Consults with staff and other city agencies regarding enhancement of public health goals and objectives.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

A Doctoral degree in Public Health or a related field such as Biology, Microbiology, Chemistry or Physics is required.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Five years of experience in a major health agency or a similar facility are required.

A Master's degree in a specific public health field and seven years of directly related professional experience may be substituted for the education and experience requirement.

### **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 in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under moderate to limited supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

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

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **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 occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **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 Bureau Chief