



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 747.4

Job Title: **BUREAU CHIEF,MD**

Pay Grade: 32

### **GENERAL SUMMARY:**

Directs, counsels and instructs Bureau staff and performs supervisory, consultative and educational activities in a public health field.

### **RESPONSIBILITIES:**

- Directs, coordinates and evaluates administrative and professional program functions within the Bureau.
- Plans, supervises and evaluates the work of subordinate personnel.
- Advises and assists the division's Assistant Director in developing departmental programs.
- Meets with employees, governmental, business, professional, civic and other groups to discuss public health programs, policies and objectives; makes media appearances as needed.
- Provides routine and requested information to the Public; generates annual reports, etc.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an M.D. from an American Medical Association accredited medical school and board certification or eligibility in one of the recognized Medical or Public Health specialties.

Texas Medical License is required.

#### **EXPERIENCE:**

Seven years of supervisory and administrative experience in a major health agency or similar facility are required.

#### **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.

#### **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.

## **SPECIFICATIONS: (continued)**

### **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 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 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:**

Physician, M.D.

Chief Physician, M.D.

Bureau Chief, M.D.

*Effective: October 1990*

*Revised: March 1992*