



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 747.5

Job Title: **BUREAU CHIEF, PUBLIC HEALTH (EXE LEV)**

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:**

- Supervises and coordinates the daily activities of bureau employees.
- Develops technical programs for the Bureau.
- Responsible for maintenance of test sensitivity, specificity, and accuracy.
- Develops specifications for supplies, reagents and equipment.
- Develops and maintains safety programs.
- Recommends personnel actions such as promotions, hirings, salaries, job evaluations, disciplinary actions and dismissals.
- Participates in and guides the development of quality assurance and quality control programs for bureau activities; ultimately responsible for quality control.
- Coordinates, monitors and evaluates administrative and professional public health activities and programs.
- Designs, develops and recommends new public health programs and strategies to handle expanded community growth and need for additional services, control, education, facilities, research and resources.
- Meets with employee, 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 the enhancement of public health goals and objectives.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

A Master's degree in Public Health or a related field such as Biology, Microbiology, Chemistry, Physics, Social Science, Business Administration, or a related field is required.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Five years of experience in a major health agency or a similar facility or professional experience closely related to the division are required with at least three of those years in a supervisory capacity.

A Bachelor's degree may substitute for the education requirement with seven years of progressive professional experience closely related to the activities of the division, with at least four of those years in a supervisory capacity. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

### **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 limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in 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 hirings, 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:**

Bureau Chief, Public Health (Executive Level)  
Assistant Director-Public Health (Executive Level)  
Deputy Director-Public Health (Executive Level)  
Director of Public Health

*Effective: October 1990*

*Revised: March 2021*