



**City of Kansas City, Missouri  
Job Class Specification**

<b>Job Title:</b>	PUBLIC HEALTH MANAGER	<b>Department:</b>	HEALTH
<b>Job Code:</b>	4043	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-5

<b>Summary</b>	<p>This is highly responsible professional and administrative work in the direction of municipal public health programs.</p> <p>Work involves planning, directing, and administering various health-related programs as a major part of the City’s public health program. Policies are in cooperation with the Director of Health, and the primary responsibilities of an employee of this class consist of the interpretation and implementation of policy and the overall administration of the program. Work is reviewed by the Director of Health for results and adherence to departmental policies, but an employee of this class exercises broad independent judgment and discretion and is allowed very broad latitude and freedom of action in the implementation and administration of public health programs.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Develops, implements, and administers plans and policies for identifying social determinants of health, including policies related to food access, housing, transportation, public safety, education, sustainability, climate change, parks, air and water quality, criminal justice, data dissemination, and economic development.</li><li>• Supervises the planning of programs, budgets, personnel requirements, facilities, and services for public health programs.</li><li>• Formulates and interprets departmental policies and their application in the activities of public health programs.</li><li>• Advises and consults with public officials, civic and professional organizations, groups, and individuals on population-based “Health in All Policies” health issues, disease prevention, and mental health initiatives.</li><li>• Directs the collection, recording, and analysis of information and other data pertinent to the field of public health and population-based health issues; interprets such information and makes reports and recommendations for improvements as they affect the general health of the community.</li><li>• Negotiates, prepares for validation, coordinates, and evaluates all assigned federal programs concerning the Health Department.</li><li>• Performs related duties as required.</li></ul>

**Technical Skills**

Extensive knowledge of:

- The principles and practices of public health, business, and public administration programs. The techniques of program evaluation, performance analysis and public education as related to public health programs.
- Considerable knowledge of the principles and practices of epidemiological investigation, statistics, and health education as related to public health programs.

Working knowledge of:

- Dietetics, laboratory science, environmental engineering, biological science, nursing, clinical psychology, and sociology.

Ability to:

- Properly interpret and make decisions in conformance with established laws, regulations, and policies.
- Plan, design, supervise, implement, and coordinate several programs and activities related to public health.
- Supervise a variety of subordinates engaged in public health programs and evaluate their respective performances.
- Collect, analyze, and interpret data, submit oral and written reports, and present technical material in a clear, precise manner that can easily understood by a variety of groups.
- Establish and maintain effective working relationships with employees, community groups, public officials, civic group members, and the general public.

**Education and Experience**

Accredited bachelor's degree, and seven (7) years of experience in private, public, or community healthcare, community sanitation, health inspections, health education, data analysis, or related healthcare fields

OR

Accredited master's degree, and five (5) years of experience in private, public, or community healthcare, community sanitation, health inspections, health education, data analysis, or related healthcare fields.

OR

A doctorate in Public Health, Health Education, Medicine, or Veterinary Science (M. D.) may be substituted for two years of experience.

OR

High School Diploma and eleven (11) years of experience in private, public, or community healthcare, community sanitation, health inspections, health education, data analysis, or related healthcare fields.

**Certificates/  
Licenses/Special  
Requirements**

Supervision is exercised over a staff of professional, technical, and clerical subordinates.

**Supervisory  
Responsibility**

Work is performed under the direction of the Director of Health.

**Supervision  
Received****Created  
Revised**

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

5/97

6/02, 9/06, 8/10, 8/22, 5/2024, 7/2024