

Technical Skills

Considerable knowledge of:

- The principles and practices of public health, business, and public administration programs. The research techniques, statistical analysis and public education related to public health programs.
- The principles and practices of epidemiological investigation, techniques, and analysis.

Working knowledge of:

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

Ability to:

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

Education and Experience

Accredited Bachelor's degree

OR

High School Diploma and four (4) years of experience in private, public, or community healthcare, community sanitation, health inspections, health education, data analysis, or related healthcare fields.

OR

An Accredited Associate's degree and two (2) years of experience.

Certificates/Licenses/Special Requirements

- Must pass a physical examination as prescribed by the City.
- May be required to pass a pre-employment drug screen.
- Must pass a background check as prescribed by the City.

Supervisory Responsibility

- Supervision may be exercised over a small number of subordinate personnel.

Supervision Received

- Work is performed under general supervision.

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.

Created

12/86

Revised

6/02, 1/04, 5/06, 9/06, 10/07, 11/16, 2/19, 8/22, 5/24,8/24, 11/24, 6/2025