

Technical Skill

Extensive knowledge of:

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

Considerable knowledge of:

- Administration, statistics, epidemiology, and health education as related to public health programs.

Working knowledge of:

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

Ability to:

- Properly interpret and make decisions in conformance with established laws, regulations, and policies.
- 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 various groups can easily understand.
- Establish and maintain effective working relationships with employees, community leaders, civic group members, and the general public.

Accredited Bachelor’s degree and two (2) years of experience in private, public, or community healthcare, community sanitation, health inspections, health education, data analysis, or related healthcare fields.

Education and Experience

OR

High School Diploma and six (6) 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 in a related field and four (4) years of experience.

OR

Master’s degree in Public Health

**Certificates/
Licenses/Special
Requirements**

- Must possess a valid state–issued driver's license in accordance with the policies of the City of KCMO.
- 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 moderate-sized staff of professional and clerical subordinates.

**Supervision
Received**

General supervision is received from the Director of Health or an assigned designee.

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

7/87

Revised

6/02, 9/06, 10/07, 8/10, 2/19, 8/22, 5/24, 8/24, 6/2025