



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

Job Title: PUBLIC HEALTH SPECIALIST IV

Department: MULTI

Job Code: 4044

Status: EXEMPT

Grade: EX-3

Summary

This is highly complex specialized professional, administrative, and technical work managing a comprehensive health program or function.

Work involves responsibility for planning, budget and finance administration, and personnel management in the direction of a variety of health-related projects, including federal grant-in-aid programs, related public health social problems, and pertinent operational responsibilities. Employees of this class are expected to exercise considerable initiative and broad independent judgment. Work affords wide latitude for the exercise of independent judgment and initiative within established policies and is reviewed periodically for results. Work accomplishments are reviewed by the Director of Health and Senior Public Health Manager or an assigned designee through conferences, written reports, observation, and results achieved.

**Duties and
Responsibilities**

- Manages programs and develops policies 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.
- Negotiates, prepares for validation, coordinates, and evaluates all assigned federal programs concerning the Health Department.
- Devises and implements statistical and accounting systems for professional audit purposes; presents results and analyses of demographic data and confirms statistical validity of experimental results as required.
- Analyzes information relevant to specific public health policy issues.
- Manages public health programs consistent with "Health in All Policies," public health laws and regulations.
- Supervises all assigned aspects of the department's education and information activities and provides consultation to area schools on curricula, teaching materials, and professional resources, including mental health initiatives.
- Supervises departmental social service activities, including liaison with public and private social service agencies, and organizes volunteers to work with the professional health staff.
- Supervises a nutritional research program that includes establishing minimum dietary requirements, improving substandard diets, and instructing citizens in the fundamentals of adequate nutrition.
- Serves as principal nurse of specialized nursing programs, devising approaches to special patient groups' needs such as aging, unwed mothers, and family planning.
- Supervises the department's mental health services and establishes psychological testing and counseling services.
- Provides in-service consultation to the department on progress in the behavioral sciences and devises programs to improve the quality of life in blighted areas of the city.
- Assesses the health literacy of the population served

- Supervises a communicable disease program with emphasis on epidemiological investigation, analysis and control.
- Maintains various records and prepares reports as necessary.
- Performs related duties as assigned.

Technical Skills

Extensive 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.

Considerable knowledge of:

- Financial aspects, 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 can be easily understood by a variety of groups.
- Establish and maintain effective working relationships with employees, community leaders, civic group members, and the general public.

Education and Experience

Accredited Bachelor’s degree 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

High School Diploma and eight (8) 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 in public health and two (2) 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

- Must possess a valid state–issued driver’s license in accordance with the City of KCMO policies.
- 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 Received

Supervision may be exercised over a moderate-sized staff of professional and high-level personnel.

General supervision is received from the Division Manager, Director or 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 02/19

Revised 06/20, 09/20, 8/22, 5/2024, 8/2024, 11/2024, 6/2025