



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	SENIOR PUBLIC HEALTH MANAGER	<b>Department:</b>	HEALTH
<b>Job Code:</b>	4045U	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	Unclassified

### Summary

This is highly responsible professional and administrative work in the direction of municipal public health programs.

Work involves leading a large scale division (30+ staff and/or \$10 million budget) of the Health Department. Work involves responsibility for planning, directing and administering a variety of health related programs as a major part of the City's general public health services. Policies are established 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 overall administration of their division, but often have significant department wide responsibilities. 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. Position will be responsible for influences policies, programs and services external to the organization that affects the health of the community.

### Duties and Responsibilities

- Develops, implements, and administers plans and policies for public health programs.
- Supervises the planning of programs, budgets, personnel requirements, facilities, and services for public health programs.
- Formulates and interprets departmental policies and their application in the activities of public health programs.
- Advises and consults with public officials, civic and professional organizations, groups, and individuals on population based health issues and disease prevention.
- 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.
- Negotiates, prepares for validation, coordinates, and evaluates all assigned federal programs concerning the Health Department.
- Performs related duties as required.

<div> <b>Technical Skills</b> </div> <div> <b>Education and Experience</b> </div> <div> <b>Certificates/ Licenses/Special Requirements</b> </div> <div> <b>Supervisory Responsibility</b> </div> <div> <b>Supervision Received</b> </div> <div> <b>Created</b> <b>Revised</b> </div>	<div> <p>Extensive knowledge of:</p> <ul style="list-style-type: none"> <li>The principles, practices, and management of public health programs</li> <li>The techniques of program evaluation, performance analysis and public education as related to public health programs.</li> </ul> <p>Considerable knowledge of:</p> <ul style="list-style-type: none"> <li>The principles and practices of epidemiological investigation, statistics, and health education as related to public health programs.</li> </ul> <p>Working knowledge of:</p> <ul style="list-style-type: none"> <li>Dietetics, laboratory science, environmental engineering, biological science, nursing, clinical psychology, and sociology.</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>Properly interpret and make decisions in conformance with established laws, regulations, and policies.</li> <li>Plan, design, supervise, implement, and coordinate several programs and activities related to public health.</li> <li>Supervise a variety of subordinates engaged in public health programs and to evaluate their respective performances.</li> <li>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.</li> <li>Establish and maintain effective working relationships with employees, community groups, public officials, civic group members and the general public.</li> </ul> </div> <div> <p>To be determined by the Department head.</p> </div> <div> <ul style="list-style-type: none"> <li>▪ Must possess a valid State-issued driver's license in accordance with the City of KCMO policies.</li> <li>▪ Must pass a background check as prescribed by the City.</li> <li>▪ May be required to pass a pre-employment drug screen and/or physical examination as prescribed by the City.</li> </ul> </div> <div> <p>Supervision is exercised over a staff of professional, technical, and clerical subordinates.</p> </div> <div> <p>Work is performed at the direction of the Director of Health.</p> </div> <div> <p>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.</p> </div> <div> <p>5/16</p> <p>8/22</p> </div>
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