

Job Duties and Responsibilities

POSITION TITLE: Division Director

REPORTS TO: Director

DIVISION: Community Health

GENERAL SUMMARY: The Division Director of Community Health reports to the Director, and is responsible for the division's consistent achievement of its strategic direction and agency mission. In this role, the Division Director will:

ESSENTIAL JOB FUNCTIONS:

In leadership, the Division Director will:

1. Support the agency vision, mission and strategic priorities and use them to guide the direction and strategic plans of the division
2. Assist managers in the development of strategic plans
3. Create an environment where things get done
4. Develop an employee-oriented company culture that emphasizes continuous quality improvement, key employee retention and development, and high performance
5. Apply organizational development principals
6. Empower employees to take responsibility for their jobs and goals, and delegate responsibility and expect accountability and regular feedback
7. Mentor and coach direct reports
8. Ensure the right decisions happen, no matter how difficult, for the long-term greatness of the institution and the achievement of its mission, independent of consensus or popularity
9. Be innovative
10. Build and maintain relationships in the community
11. Maintain a polished and competent demeanor
12. Support managers in achieving their offices' strategic goals and direction
13. Actively seek continuous personal development opportunities

In communication, the Division Director will:

14. Maintain transparent communication with all staff within the division
15. Ensure that the Director and Board of Health are kept fully informed on the condition of the division and all important factors influencing it
16. Publicize the vision, mission and goals of the division and agency
17. Establish sound working relationships and cooperative arrangements with community groups and organizations
18. Represent the division and point of view of the organization to agencies, organizations, political figures and the general public
19. Appropriately communicate organization information through division meetings, one-on-one meetings, and appropriate email and regular interpersonal communication

In relation with staff, the Division Director will:

20. Plan staffing levels
21. Be responsible for the recruitment, employment, and release of all personnel, both paid staff, volunteers and interns
22. Ensure job descriptions are developed
23. Lead employees using a performance management and development process that provides an overall context and framework to encourage employee contribution and includes goal setting, feedback, and performance development planning
24. Provide oversight and direction to the employees in the division in accordance with the division's and organization's policies and procedures
25. Foster a spirit of teamwork and unity among division members that allows for disagreement over ideas, conflict and expeditious conflict resolution, and the appreciation of diversity as well as cohesiveness, supportiveness, and working effectively together to enable each employee and the division to succeed
26. See that an effective leadership team, with appropriate provisions for succession, is in place
27. Encourage staff and intern development and education, and assist staff in relating their specialized work to the strategic priorities and goals of the organization
28. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people
29. Maintain a healthy workforce and safe environment

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In budget and finance, the Division Director will:

30. Be responsible for developing and maintaining sound financial practices
31. Plan and allocate resources to effectively staff and accomplish the work to meet the divisions productivity and quality goals
32. Make business decisions that are financially responsible, accountable, justifiable, and defensible in accordance with organization policies and procedures
33. Work with managers, COO, and Finance Department to prepare a budget; see that the division operates within budget guidelines
34. Ensure that adequate funds are available to permit the division to carry out its work
35. Jointly, with the Director, conduct official correspondence of the organization, and jointly, with managers, execute legal documents

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of organizational leadership and management practices
2. Knowledge of quality improvement, Six Sigma, or LEAN
3. Knowledge of public health programs
4. Knowledge of socio-economic and social-ecological issues and their influence on health
5. Knowledge of policy, systems, and environmental change theory
6. Knowledge of epidemiology principles and practices
7. Excellent organization skills
8. Excellent written and oral communication skills, including persuasive speaking
9. Excellent interpersonal (e.g., Crucial Conversation) skills
10. Excellent facilitation skills
11. Ability to be self-motivated, self-directed and self-disciplined
12. Ability to network and develop and maintain partnerships
13. Ability to work under pressure to meet deadlines
14. Ability to take initiative and utilize innovative techniques and ingenuity
15. Ability to plan, prioritize and coordinate multiple projects
16. Ability to gather, analyze, and evaluate a variety of data
17. Ability to pay close attention to details and coordinate various activities and programs simultaneously
18. Ability to communicate well with regional, state and national stakeholders
19. Ability to prepare and make presentations

EDUCATION AND EXPERIENCE: The ideal candidate should possess a minimum of a Master's degree in public health, health science, public policy, healthcare management, business management or related field or relevant equivalent experience and five years of management/program management experience. Ideally, the candidate will have strong writing and verbal communication skills. It is recommended that the individual also have proven experience in advocacy, public health policy development and practice, and policy research. Experience in a government agency is preferred and a valid driver's license is required.

PHYSICAL REQUIREMENTS:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers.				X
Standing/Walking/Mobility: Must be able to stand to open files and operate office machines; mobility between departments and to attend meeting of employees and managers and community stakeholders.				X
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel.