



FULTON COUNTY / JOB VACANCY
PERSONNEL DEPARTMENT (404-613-6700)
141 PRYOR STREET, SUITE 3030, ATLANTA, GA 30303

08-054

PUBLIC HEALTH, DIRECTOR TITLE CODE: 909539

SALARY RANGE: E83 \$100,921-\$163,494

UNCLASSIFIED APPOINTED POSITION

(APPLICANTS WILL BE EMPLOYED AT A SALARY, WITHIN THE ABOVE RANGE, COMMENSURATE WITH THEIR EDUCATION AND EXPERIENCE)

QUALIFICATIONS:

MASTER'S DEGREE IN PUBLIC HEALTH (OR COMPLETION OF COURSE WORK, INTERNSHIP, AND RESIDENCY EQUIVALENT TO THE ACADEMIC REQUIREMENTS OF A DOCTOR OF MEDICINE (M.D.) DEGREE); AND SEVEN (7) YEARS PROGRESSIVELY RESPONSIBLE EXPERIENCE IN PUBLIC HEALTH ADMINISTRATION OR MANAGEMENT.

LICENSING REQUIREMENTS:

Position may require a license to practice medicine in the State of Georgia (applicable only to an incumbent possessing a Doctor of Medicine (M.D.) degree).

TO APPLY:

Completed Fulton County application forms will be accepted at the Fulton County Personnel Dept., 141 Pryor Street, Suite 3030, Atlanta, Georgia 30303. If selected, an official, accredited (raised seal) college transcript is required, at time of employment, for all degrees/course work shown on the application.

[Online application available at the County web page: www.fultoncountyga.gov.](http://www.fultoncountyga.gov)

CLOSING:
30 APRIL 2008

IT IS THE POLICY OF FULTON COUNTY THAT THERE WILL BE EQUAL OPPORTUNITY FOR EVERY CITIZEN, EMPLOYEE AND APPLICANT, BASED UPON MERIT WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, DISABILITY OR SEXUAL ORIENTATION.

JOB SUMMARY:

Incumbent in this class directs the administration of Fulton County health programs. Responsibilities include managing health program services staff, serving as Executive Secretary of the Fulton County Board of Health, and reporting on health issues to the County Manager and Chairman of the Board of Health.

DISTINGUISHING CHARACTERISTICS:

This is a stand-alone classification which does not fit within a classification series. Incumbent is responsible for directing the Fulton County Department of Health and Wellness and ensuring that the County's health needs are met.

ESSENTIAL DUTIES:

Manages activities and operations within the Fulton County Department of Health and Wellness, including providing direction for programs involving physical health, environmental health, and planning and evaluation. Oversees emergency and medical programs and services. Supervises assigned staff, including assessing program results, addressing employee concerns, counseling and disciplining employees, and evaluating work performance. Prepares departmental budget, monitors expenditures, and analyzes costs. Serves as Executive Secretary of the Fulton County Board of Health and implements policies and procedures established by the Board. Identifies County health program needs and develops and changes programs to meet projected needs. Develops policies, regulations, and procedures to ensure the protection of public health. Coordinates health programs and services with other County departments, governmental agencies, and community organizations. Prepares articles on health care issues and concerns for publication in professional journals.

KNOWLEDGE:

Principles and practices of public health administration; Principles and practices of public health programming; Federal, state, and local laws governing public health; Principles and practices of budget development and

administration; Vital records, including records administration; Principles and practices of management and supervision; Medical emergency programming and planning.

SKILLS:

Managing and supervising assigned staff; Conducting effective public presentations; Writing reports and articles for publication; Developing and managing budgets; Administering public health programs; Establishing and maintaining effective working relationships with other County personnel, officials, and the general public; Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.