

# Position Announcement: Director of Public Health – Unclassified

**County Mission:** A county of excellence working with you to enhance our quality of life.

**Department Mission:** To protect and improve the health of people and the environment in Ramsey County.

## Apply Online

[www.ramseycounty.us/jobs](http://www.ramseycounty.us/jobs)

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County Government:  
Ramsey County provides services in four major functional areas: Safety and Justice, Economic Growth and Community Investment, Health and Wellness, and Information and Public Records with focus on placing residents first under a “one vision, one mission, one door” operating philosophy. A seven-member board of commissioners determines county policy and budgetary decisions. Ramsey County officials respond to changing community needs by listening to residents and delivering innovative and collaborative programs. A professional county manager oversees the daily operations of the county. This work is done in cooperation with a management team comprised of deputy county managers, department heads and other key staff members. Ramsey County employs over 3,800 people who serve county residents. The 2016 Ramsey County budget is over \$645 million.

## Basic Function of Position

Direct and administer the programs and services of the Public Health Department. Provide leadership in assessing community health needs of residents and planning and implementing comprehensive public health services to achieve the department’s mission to protect and improve the health of people and the environment in Ramsey County. Develop, recommend and promote public health policy at a local, state and national level. Serve as the local public health authority under Minnesota Statute 145A. Lead interdepartmental and interagency efforts to improve county service integration and performance. The position reports directly to a Deputy County Manager and is part of the Health and Wellness Service team.

## Salary Range

\$100,824 - \$149,622 annually, plus excellent benefits.

## Minimum Qualifications

**Education:** A Master's Degree in Public Health, Public Administration, Community Health, Environmental Health, Nursing or related area of study or a professional license in medicine.

**Experience:** Five years of progressively responsible management and program administration experience in a public health related field including three years of experience in a high level management or administration position in the public sector.

**Substitution:** A Bachelor’s degree in Public Health, Community Health, Environmental Health or Nursing plus seven years of progressively responsible management and program administration experience in a public health related field including three years of experience in a high level management or administration position in the public sector.

## Department Overview

Serving all cities within Ramsey County including the largest, the City of Saint Paul, Saint Paul – Ramsey County Public Health is one of the largest local public health departments in the State of Minnesota. The department is nationally accredited through the Public Health Accreditation Board, one of only 150 health departments in the nation to achieve accreditation through PHAB. The Public Health department employs over 300 individuals. The 2016 department budget is approximately \$51 million.



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## Department Services

Saint Paul - Ramsey County Public Health provides a range of services as it carries out its mission to protect and improve the health of people and the environment in Ramsey County. Through federal and state mandates, the department works to:

- Prevent the spread of disease.
- Protect against environmental hazards.
- Prevent injuries.
- Promote and encourage healthy behaviors.
- Plan and respond to health emergencies.
- Ensure the quality and accessibility of health services.

Public health staff are organized in seven divisions housed at multiple locations throughout the county including:

**Public Health Administration:** Birth, death and other vital records, and department support services.

**Clinical Services:** Provides childhood and adult immunizations, promotes positive sexual health behaviors, provides family planning services, STI testing and treatment, coordinates refugee health screening and provides response advocacy, support to victims of sexual violence, and provides health care services to incarcerated individuals.

**Environmental Health:** Solid and hazardous waste management; community environmental health regulation of food and hospitality services, swimming pools, and manufactured homes; lead, asthma, and radon education and testing; energy policy development/planning.

**Family Health:** Provides targeted home visiting services for pregnant and parenting families, including those who have low resources, refugees and immigrants, teen parents and children with special health care needs. Services are designed to improve pregnancy outcomes; enhance child growth and development and school readiness; prevent childhood illness, unintentional injury and maltreatment; and promote health care access, self-sufficiency, child spacing and positive parenting.

**Health Protection:** Manages planning, training, response and recovery for public health emergencies. Conducts communicable disease surveillance, investigation and control.

**Healthy Communities:** Develops and promotes evidence-based strategies and sustainable prevention initiatives in five focus areas: Adolescent Health/Healthy Youth Development; Chronic Disease Prevention; Health

**WIC (Women, Infants and Children):** Supplemental food vouchers, nutrition and breastfeeding counseling, and information and referrals for individuals who qualify for WIC grant services.



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## Summary of Position Responsibilities

- Promote a diverse, culturally competent, and respectful workplace.
- Create and maintain the mission, vision and values of the department and assure that they are reflected in the department's operations and are in alignment with the county's mission, vision and goals.
- Direct the development of strategic goals and objectives and long range planning for programs and operations. Establish measureable program outcomes and oversee the development of continuous improvement and quality assurance measures.
- Lead interdepartmental efforts as a member of the Health and Wellness Service team to improve county service integration and meet the strategic goals and objectives of the team to strengthen individual, family, and community health, safety and well-being.
- Direct and manage all personnel operations in the department, including, hiring, supervision of staff, employee discipline, and performance management in consultation with the Human Resources Department.
- Direct the development and management of the department's operating budget including projecting funding levels, assessing existing and anticipated service levels, staffing needs, capital improvement plans, performance measurement systems, and program changes or requirements.
- Direct the county-wide community health assessment and planning process, implement and evaluate the required plans to meet state and national standards and requirements and county goals and objectives.
- Carry out the public health responsibilities as provided in the Joint Powers Agreement between the city of Saint Paul and Ramsey County.
- Collaborate with residents, private, public, non-profit organizations and other county departments to promote and achieve public health goals throughout Ramsey County.
- Meet with County Commissioners, the County Manager, Deputy County Manager and others as appropriate to provide information and recommendations for public health policy development.
- Serve as the local public health authority under Minnesota Statute 145A. Assure that the County Board meets the responsibilities and requirements of Minnesota Statute 145A (Local Public Health Act) and communicate public health matters to the board and the community.
- Lead and/or participate in local, state or national committees and organizations to represent the public health department.
- Direct public health emergency preparedness and planning. Lead and manage responses to public health emergencies or crises.
- Provide leadership for the Community Health Services Advisory Committee (CHSAC).
- Direct and approve negotiation of provider contracts to meet department needs.



## The Ideal Candidate Should Possess

- A high level of integrity and strong ethics and values.
- Knowledge of the principles and practices of leadership, management, administration, staff development and change management.
- Knowledge of the principles and practices of public health and public health administration including current trends and developments in the field of public health.
- Knowledge of federal and state laws, rules and regulations which influence the delivery of health services.
- A demonstrated commitment to and experience with ensuring racial equity in programs and services.



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- Knowledge of epidemiology and application to public health policy, programs and services.
- Skill in managing and directing a large comprehensive health agency.
- Skill in fostering a participatory work environment in which individuals collaborate in pursuit of a common mission and shared goals.
- Skill in written and verbal communication and the ability to make presentations to elected officials, various boards, community organizations, citizens, and staff.
- Skill in fostering a welcoming culture that engages the broad diversity of the community.
- Demonstrated ability to lead, plan, organize, coordinate and manage the personnel and programs of a large and diversified organization.
- Ability to analyze, prepare and manage a comprehensive department budget including revenue forecasting.
- Ability to manage and motivate staff and develop positive labor management relations.
- Ability to analyze complex problems and situations and develop and implement effective solutions.
- Ability to establish and maintain effective working relationships with the County Manager, Deputy County Managers, County Board members, elected and appointed officials, other department heads, public or private community entities, staff, and the general public.

## Application Process

Resumes will be accepted until the position is filled; applicants should respond promptly as the initial screening of resumes will occur on October 11, 2016. Initial interviews of the best qualified applicants will likely be held late October. Please complete an on-line application at [www.ramseycounty.us/jobs](http://www.ramseycounty.us/jobs) and attach a resume and cover letter detailing experience including size of organization, scope of budget and responsibility for staff supervision. For questions contact: Jennifer Otley, Human Resources Manager at [jennifer.otley@co.ramsey.mn.us](mailto:jennifer.otley@co.ramsey.mn.us), or 651-266-2721.

## Community Background

Ramsey County is one of seven counties that comprise the St. Paul-Minneapolis metropolitan area. Its county seat, the City of Saint Paul, is also the state capitol and Minnesota's second largest city. Ramsey County is one of only three counties in Minnesota rated "AAA" by Standard & Poor's and Moody's. Natural resources are abundant from the Mississippi River, which flows along the county's southern boundary, to lakes, parks and trails that provide year-round recreational opportunities. Ramsey County covers approximately 170 square miles, is comprised of 18 cities, and has a population of over 526,000 residents. The county is fully developed.



Ramsey County communities are nationally known as attractive, livable places rich in history, diversity and opportunity. Ramsey County is the smallest county geographically and the second most populous county in the state. It also has more colleges and universities than any other county in the state. Ramsey County is a diverse county with 30 percent of its population representing communities of color. Over 23 percent of the county residents are under the age of 18; 12 percent are over the age of 65. Ramsey County also supports a diverse cultural environment by operating seven suburban libraries and contributing to the Landmark Center and the Ramsey County Historical Society, which operates the Gibbs Farm Museum.