

CITY OF NEW ORLEANS HEALTH DEPARTMENT
Title: Deputy Director of Health **Supervisor:** NOHD Director
FLSA: Exempt **Revised Date:** January, 2014
Work Status: Full Time
Job Class: Unclassified

General Statement of Duties: The Deputy Director of Health provides administrative direction, guides the operations of public health programs through subordinate managers and supervisors. The major program units overseen by this position may include: Family Health; Women, Infants and Children (WIC) Supplemental Nutrition Program; Healthcare for the Homeless; Communicable Disease Control; Community Health Improvement, and Emergency Preparedness. Duties include but are not limited to: ensures program consistency with the department's mission and vision, and adherence to grant and contract requirements; interprets department policies and provides direction to subordinate managers; coordinates the integration of programs that involve multiple programs or units; oversees program budgets and expenditures; represents Public Health Services in external community coalition meetings; may act as liaison to community organizations and to other City departments on issues pertaining to public health programs; may act as the Director in his or her absence; performs other duties as assigned.

Acceptable Training and Masters in Public Health, Health Administration or Health

Experience: Management required. Three years 'experience managing or coordinating a health program or service. Previous experience providing administrative oversight to federal and private grant programs is highly recommended. Persons with medical/clinical experience (Registered Nurse, Physician or other clinically licensed professional) are preferred.

DUTIES AND RESPONSIBILITIES:

1. Interacts with the Health Department Director and Chief of Staff regarding programs and operations that are administered by the Department of Health.
2. Responsible for the day to day administrative operations of the Health Department.
3. Provides administrative oversight to federal and private grant programs for the Health Department.
4. Oversees the development of the Departmental budget process.
4. Interacts with the City Administration with regards to administrative operations for the Department.
5. Works closely with the medical community to advance the mission of the health department.
6. Develop relationships with hospitals and clinics within and outside the health district that provide care to public health patients, urgent care and triage.
8. Acts as a member of leadership team in representing the Health Department in the community, participating in the development of administrative policies and procedures, and making recommendations regarding the future of the organization.
9. Acts as the liaison with state and federal medical authorities.
10. Provides periodic in-service training for clinical and other health department staff.

ESSENTIAL KNOWLEDGE & SKILLS:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Examples of skills that are needed to perform this job include:

- Ability to record, organize, analyze and present data with accuracy, thoroughness and attention to detail.
- Ability to analyze complex information and develop; strategies, plans, procedures to address policies of the department.
- Ability to communicate complex information clearly and concisely, both orally and in writing.
- Ability to interpret Federal & State regulations, procedures, and policies into all aspects of the work.
- Proficiency in pc operations and the use of online data resources, databases and reporting tools.
- Self-motivated and disciplined.
- Ability to work effectively in groups and collaborative environment.

OTHER:

- Will be expected to respond to public health emergencies.
- Will require non-traditional working hours on occasion.