Washtenaw County

JOB DESCRIPTION

Job Code: 3429
Authorization: 96-0236
Employee Group: 32
November, 1996
Reference: 82-0381

CLASS TITLE: **MEDICAL DIRECTOR**
DEPARTMENT: **Health Services**
FLSA STATUS: **Exempt**

JOB SUMMARY:

Under administrative direction, provides professional direction in the development of medical public health policy and program planning. Develops and carries out medical policies and programs, and provides guidance on matters specifically related to the prevention of disease and promotion of public health. Provides medical consultation and expert professional assistance to County management staff in areas of responsibility. Performs related work as assigned.

EXAMPLES OF DUTIES

Essential Duties:

- Provides professional direction in the development of medical public health policy and program planning. Develops and implements goals, objectives, policies, procedures and work standards for the Public Health Division.

- Directs the preparation and administration of multiple budgets and work programs. Monitors expenditure of funds.

- Develops and carries out medical policies and programs, and provides guidance on matters specifically related to medical specialty . Interprets applicable federal and state laws and regulations and County policies to staff.

- Directs and participates in medical policy development, program planning and evaluation of programs to assess, evaluate and provide clinical and educational services in the various areas of public and environmental health to a diverse population.

- Develops and maintains all professional medical policies governing examination, diagnosis, care and treatment of clients.

- Plans, organizes, assigns, directs, reviews and evaluates the work of professional and support staff. Selects personnel and provides for their training and professional development.

- Provides leadership and consultation to medical related personnel, managers, community policy boards and committees. Confers with staff members regarding program goals, policies and activities. Implements department policies under applicable laws and regulations.

- Provides training and education to health department staff and medical community regarding current public health trends and literature.

- Represents the division and the County in contracts with legislative bodies, health service agencies, community groups, local officials, businesses and others to locate and mobilize resources, encourage support for programs and maintain positive community relations. Makes presentations and responds to the media as required.

- Develops and reviews all health services related educational materials and literature of medical content and accuracy.

- Investigates as to the causes of disease and epidemics. Coordinates epidemiological investigations for effective disease control. Implements and enforces laws and regulations to protect the public health.

- Maintains liaison with local health organization, institutions, community physicians and other health professional personnel as it relates to health services.

- Examines, diagnoses and treats clients in County clinics as necessary.

- Oversees the intake, assessment and delivery of direct and indirect services to clients. Ensures quality control and program monitoring and evaluation activities. Ensures that such activities are accomplished effectively and in compliance with legislative and regulatory guidelines and professional standards.

- Directs the conduct of and conducts studies, analyzes information, evaluates alternatives and makes recommendations. Prepares narrative and statistical reports of findings. Monitors legislation and professional developments for possible programmatic changes. Develops, revises and implements policies and procedures to effect such changes.

- Directs the maintenance and submission of accurate medical records, reports and files. Confers with department support staff regarding the provision of financial and administrative support.

Important Duties:

- Participates in professional development activities.

- Uses standard office equipment including a personal computer in the course of the work. May drive a County or personal vehicle in the course of the work.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Principles and practices of medicine with emphasis on diagnosis, treatment and control of contagious disease.
Causes and means of transmission and methods of control of communicable diseases.
Principles and practices of community service program development and service delivery to varied populations.
Administrative principles and practices, including goal setting, program and budget development and administration.
Funding sources and community resources for support of public health programs and activities.
Functions and practices of policy-making boards and commissions.
Applicable laws, regulations, policies and procedures.
Research, data analysis and report preparation techniques.
Computer applications related to the work.
Basic public information and presentation techniques.

Skill in:

Planning, organizing and directing a variety of public health programs and activities.
Planning and directing the work of others and training others in work procedures.
Interpreting, applying and explaining complex laws, policies and regulations.
Setting priorities, coordinating multiple projects and meeting critical deadlines.
Using sound, independent judgment within established policy and procedural guidelines.
Preparing clear, concise and effective written materials.
Representing the County effectively in meetings with governmental agencies, local community and the public.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

LICENSES AND CERTIFICATIONS

Licensed to practice medicine in the State of Michigan. Possession of a valid Michigan Driver's license.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of a Master's degree in Public Health and/or Board Certified in Preventative Medicine and Public Health. Physician licensed to practice medicine in the State of Michigan as a M.D. or D.O.

EXPERIENCE

Four (4) years of community public health administrative experience including both program planning and administration, and the provision of direct client services preferred.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.