

**MONO COUNTY  
AT WILL/HOURLY CONTRACT**

**Date Revised: 07/28/2023**

**PUBLIC HEALTH OFFICER**

**DEFINITION**

This at-will position provides medical oversight and consultative direction for Mono County Health and Human Services Department. Under administrative direction, the Public Health Officer (PHO) serves as the public health subject matter expert, providing medical direction, guidance and clinical consultation to public health staff, including the development of protocols and policies.

**DISTINGUISHING CHARACTERISTICS**

The PHO serves as the face of the Public Health, issuing public statements, liaising with federal, state, and local public health agencies, and representing the department to government officials, community organizations and the public. Strong interpersonal skills are a must, and the ideal candidate will demonstrate the ethics and professionalism that are representative of the Public Health Department. The PHO plays a vital role in planning, organizing and coordinating disaster preparedness responses, responds to after-hours calls in the event of public health emergencies, and assumes a leadership role during countywide emergencies. The Public Health Officer is responsible for the enforcement of all federal state and local public health laws. This position provides consultation to the medical community in public health areas as required, assesses local community health indicators and works with health providers and community groups to plan and implement strategies to improve community health.

**REPORTS TO**

Director of Health and Human Services

**CLASSIFICATIONS SUPERVISED**

May be assigned positions.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

TECHNICAL / MEDICAL / PUBLIC HEALTH

- Have a thorough understanding and passion for Public Health.
- Possess experience in community health practice and have demonstrated public health medical experience, preferably with infectious and communicable diseases.
- Have a progressive mindset towards improving community health and well-being.
- Serve in the capacity of the Medical and Health Operational Area Coordinator (MHOAC) and subject matter expert in public health emergency preparedness and multi-agency coordination.

- Establish and maintain cooperative working relationships and maintain a strong partnership with local law enforcement agencies.
- Work effectively with County, State, Federal, and local government agencies.
- Provide guidance, consultation and policy direction in a medical capacity to physicians, laboratories, hospitals, health care providers, schools, correctional facilities and the public for diagnosis, mitigation and prevention of reportable communicable diseases, sexually transmitted diseases and tuberculosis.
- Promote the advancement of maternal and child health.
- Provide medical consultation to public and environmental health programs in compliance with California Health and Safety Codes and local ordinances.
- Have knowledge of Federal, State and local laws pertaining to the role of the PHO.
- Provide medical oversight of public health programs.

#### **LEADERSHIP/PUBLIC RELATIONS/COMMUNICATION**

- Have a strong ability to engage with health care providers in the community on medical issues related to public health.
- Be responsive to public health inquiries and emergency management professionals.
- Take an interest in public relations strategies, and be comfortable working with the media and making public statements about community health concerns.
- Maintain high visibility on community health issues and represent the County in a medical capacity in interaction with the community, governmental agencies, and professional organizations.
- Provide medical leadership during a public health threat or emergency and determine the level of response required, with the authority to declare a local health emergency.
- Demonstrate operational agility and effectively leverage resources.
- Communicate complex medical information to people with various levels of understanding.
- Participate at statewide meetings and conferences, and local boards and commissions.
- Serve as the primary spokesperson for medical issues on behalf of the local health department.
- Make public presentations to elected officials, the media, and the community on public health matters.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, cell phone, satellite phone, calculator, copiers, FAX, and other related peripheral equipment such as radios, printers, and scanners.

## **TYPICAL WORKING CONDITIONS**

Work is performed in clinic, office, and private home environments; exposure to communicable diseases and blood borne pathogens; continuous contact with other staff and the public. The incumbent is expected to follow universal precautions. The incumbent may be required to drive in remote areas of the County in all weather conditions.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of organization, public administration, budget and personnel management.
- Principles and practices of public health, including current trends in policy, research, treatment, prevention, education and related issues.
- Laws, codes, and regulations governing public health care issues, including appropriate enforcement techniques.
- Communicable disease management and mitigation.
- Effective management practices in health care systems.
- Community needs, resources and organizations related to public health and medical care.
- Principles of financial administration, including public budgeting and reporting.

### **Ability to:**

- Research, prepare and interpret clinical, technical and administrative reports.
- Speak effectively to diverse audiences.
- Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups.
- Work cooperatively and effectively with other departments and officials and employees of other agencies, including the local private medical community.
- Plan, organize, direct and coordinate activities designed to protect and promote the public health.
- Properly interpret and make decisions in accordance with appropriate laws, regulations, and policies.
- Evaluate the adequacy of health programs.
- Provide collaborative leadership with strong commitment to Public Health and community participation in addressing health problems
- Knowledge of clinical medicine and public health, including epidemiology, biostatistics, environmental health, maternal and child health, emergency services and disaster preparedness, sudden infant death, family planning, public health laboratory services, vital statistics, public health nursing, nutrition and chronic diseases.

- Skill in building and using a network of relationships, to accomplish goals through others. This necessarily includes excellent communication skills.
- Skill in working with people from diverse backgrounds, including cultural and linguistic diversity.
- Ability to translate medical expertise into forms which are accessible and useful to other professional and lay persons who need to respond appropriately for public health benefit.
- These knowledge, skills and abilities are typically obtained with three years experience as a licensed physician and/or two years experience in a public health agency.

### **EDUCATION AND/OR EXPERIENCE**

A successful candidate will have a thorough understanding of public health, a passion for fostering healthy communities, and be a:

- Licensed physician in the state of California, or ability to obtain a CA license
- Community collaborator
- Strategic partner
- Effective communicator
- Participant in meetings outside of normal working hours and on-call to respond to emergency situations during weekends, holidays, and other off-hour shifts, and
- Subject matter expert in public health for Mono County

### **Special Requirements**

Possession and maintenance of a valid unrestricted Physician's and Surgeon's license issued by the California Medical Board.

Possession of a valid California Driver's License.

### **Desirable**

Possession of a Master's degree in Public Health.