**Assistant Health Director for Population Health**

**POSITION SUMMARY**

The Assistant Health Director for Population Health will work intensively with community partners to facilitate/convene collaborations and address public health priorities. This position will also be responsible for facilitating connections between the other Divisions and appropriate community partners to assist in accomplishing Departmental goals. Serving on the Executive Team of the Health Department, the Assistant Health Director for Population Health will work with the Health Director and the other members of the Team to provide cohesive, transformational leadership for the Health Department. This division includes oversight of several program areas including the Office of Policy and Prevention, the Office of Community Engagement, the Office of Violence Prevention and Community Health Worker Initiatives as core units.

**ESSENTIAL FUNCTIONS**

·         Displays line authority in making decisions on the day-to-day operations of the division.

·         Co-lead the Community Health Assessment process, engaging health department staff and community partners, to determine health priorities for the County.

·         Collect and evaluate data to ensure consistency and excellence in public health services.

·         Maintain and develop culture of excellent customer service for Population Health stakeholders including patients, clients and community partners.

·         Engage with diverse stakeholders such as individual citizens, community groups, County Board of Commissioners, employees, regional, state and federal authorities to leverage County opportunities and mitigate challenges.

·         Develop and maintain critical partnerships and advocacy with the community by engaging non-profit organizations, church and civil groups, advocates and health care organizations to prioritize health initiatives.

·         Analyze and solve problems to meet organizational and regulatory standards.

·         Create and apply performance metrics that objectively measure division performance against mission critical goals.

·         Advocate for services of the agency to regulatory bodies and programmatic partners.

·         Develop, manage, and coordinate a budget that consists of funds from multiple sources.

·         Networks with peers in neighboring communities, the state and public to benchmark the organization, identify best practices and leverages resources.

**MINIMUM QUALIFICATIONS**

***Experience***:  Six years of progressively responsible public health management experience working with the fields of community development and collaboration.  Direct experience conducting community assessments and using data to develop priorities and strategies to improve the health in the community, which may cross other divisions of public health.

***Education***:  Bachelor's Degree in Public Health, Healthcare Administration, Public Administration, or related degree.

Master’s Degree in Public Health, Healthcare Administration, Public Administration, or related degree, preferred.

***Equivalent Experience for Education Accepted?***Yes

***Licenses and Certifications***:  Valid NC or SC driver’s license and the ability to obtain and maintain a County Operator Permit.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of**:

·         Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

·         Principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

·         The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

·         Laws, legal codes, court procedures, precedents, government regulations, and agency rules, and the political climate.

·         Expertise in area of assignment.

**Skilled in**:

 ·         Considering the relative costs and benefits of potential actions to choose the most appropriate one.

·         Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

·         Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

·         Talking to others to convey information effectively.

·         Adjusting actions in relation to others' actions.

**Abilities**:

 ·         Communication – Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

·         Collaboration – Working effectively and cooperatively with others; establishing and maintaining good working relationships.

·         Building Strategic Work Relationships – Developing and using collaborative relationships to facilitate the accomplishment of work goals.

·         Decision Making – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

·         Formal Presentations – Presenting ideas effectively to individuals or groups when given time to prepare; delivering presentations suited to the characteristics and needs of the audience

* Building Trust – Interacting with others in way that gives them confidence in one’s intentions and those of the organization.

**COMPENSATION AND BENEFITS**

In addition to a competitive salary, Mecklenburg County offers a generous benefits package which greatly increases your total compensation. Benefits include medical, dental, vision, life, short term disability, long term disability, accident, cancer, critical illness, medical bridge, and pet insurance; dependent care, healthcare, and commuter flexible spending accounts; health savings account; paid holiday, vacation, and sick days; near-site clinics for preventive care and illnesses; an employee discount program which provides discounts for retail, dining, shopping, travel, tickets and more; an employee assistance program including financial and legal counseling; access to Mecklenburg County fitness and aquatic facilities; paid family leave; tuition reimbursement; a 5% employer match on retirement savings plan contributions and a defined benefit plan for retirement.

**WORK ENVIRONMENT**

Moderate noise is typical for the work environment for this job.  May work irregular hours.

**REASONABLE ACCOMMODATIONS STATEMENT**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.