



# MARION COUNTY

## Employment Opportunity

### Public Health Division Director – Health & Human Services Department

**Recruitment #:** 538-2026-1

**Typical Work Schedule:** Monday – Friday, days (some flexibility, as needed)

Information about Marion County: <http://www.co.marion.or.us/HR/Documents/NeoGov/County%20Info.pdf>

Information about the department: <http://www.co.marion.or.us/HLT/Pages/default.aspx>

#### THE POSITION

Marion County Health & Human Services is recruiting a Public Health Division Director to provide executive leadership for the County's public health programs. This position oversees core public health functions including communicable disease control, environmental health, clinical preventive services, maternal and child health, prevention programs, emergency preparedness, and vital records. The Division Director is responsible for managing approximately 75 FTE and a \$15 million budget, leading a team of managers and supervisors, and ensuring programs operate effectively and in compliance with state and federal requirements. As a member of the Health & Human Services Executive Team, this role works closely with county leadership, the Local Public Health Authority, and external partners to address public health needs and respond to emerging issues.



## MARION COUNTY HEALTH & HUMAN SERVICES

#### JOB DUTIES

The Public Health Division Director provides executive leadership, strategic direction, and operational oversight for the Public Health Division. This position is responsible for advancing public health priorities in alignment with county, state, and departmental goals; ensuring compliance with applicable laws, contracts, and accreditation standards; and leading a diverse management team responsible for core public health functions. The Division Director serves as a member of the Health & Human Services Executive Team and reports to the MCHHS Administrator, who is appointed by the Marion County Board of Commissioners as the Local Public Health Administrator in their role as the Local Public Health Authority (LPHA).

## **Executive Leadership & Division Management**

Manages and oversees operations of the Public Health Division and its programs, providing executive-level leadership for approximately 75 FTE and a budget of approximately \$15 million. Serves as a member of the Health & Human Services Executive Team to support Department-wide strategic goals and initiatives. May be asked to provide leadership coverage for other divisions or programs as needed.

## **Supervision & Leadership Development**

Provides direct supervision and strategic leadership to the Public Health Management Team, including program managers, supervisors, and coordinators responsible for Environmental Health, Clinical Services, Communicable Disease, Public Health Nursing, Prevention, PHAB accreditation planning, performance management, and workforce development. Establishes expectations, ensures accountability, supports leadership development, and promotes a culture of collaboration, and continuous improvement

## **Strategic Planning & Policy Development**

Plays an active role in supporting overall Department strategic planning efforts. Works with the Public Health Division leadership team to develop and implement action plans that advance Department and county strategic priorities. May serve as project lead for specific Department or Division strategic initiatives, ensuring alignment, measurable outcomes, and timely execution. This contributes to policy development and long-range planning to strengthen public health infrastructure and service delivery.

## **Fiscal Oversight & Resource Management**

Provides fiscal oversight for division budgets, grants, and contracts. In collaboration with Department leadership, proposes and develops new or expanded services, monitors expenditures, and ensures responsible stewardship of public funds. Oversees contractual relationships, including management and oversight of the Public Health Officer contract.



## **Community & Intergovernmental Relations**

Develops and maintains effective relationships with community partners, other county departments, state agencies, and external stakeholders. Represents Marion County in meetings, coalitions, advisory groups, and intergovernmental forums. Communicates regularly with the Marion County Board of Commissioners regarding program updates, trends, and emerging public health issues.

## **Compliance, Quality Improvement & Performance Management**

Ensures compliance with applicable statutes, administrative rules, accreditation standards, and contractual requirements. Oversees participation in audits, reviews, and accreditation activities and ensure timely resolution of corrective actions. Supports and promotes quality improvement, performance measurement, and data-informed decision-making across the division. Monitors trends, data, and emerging issues impacting community health. Ensures division resources and strategies are responsive to identified needs and reports performance outcomes to Department leadership and external partners as required.

## Committees, Coalitions and Advisory Boards

Serves as Executive Sponsor for internal, Department-wide committees, with assignments determined based on areas of expertise, strategic priorities, and shared responsibilities among Executive Team members. Represents Marion County in relationships with external stakeholders and regularly participates in meetings with community partners, other governmental entities, and primary payors, including the Coordinated Care Organization and the Oregon Health Authority.

Other job duties as assigned by your supervisor.

Assigned an identified role in public health emergency response. If a public health emergency occurs, reports to work as directed and performs role assigned by the Health and Human Services Director or designee. May be required to work an extended or flexible schedule.

## MINIMUM REQUIREMENTS

### Experience and Training

1. Bachelor's degree in a social or behavioral science or related field. A master's degree is preferred; AND
2. Five (5) years progressively responsible experience in human services programs, including program supervision responsibility and fiscal and administrative management; OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

### Special Requirements

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- The finalist for this position will be required to pass a criminal history background check, including finger printing; however, conviction of a crime may not necessarily disqualify an individual for this position.
- This position may be subject to the following: Must not be excluded from participation in the federal health care programs (Medicaid, Medicare and other federally funded programs that provide health benefits); AND must not be excluded from participating in federal procurement (Federal Acquisition Regulations) and non-procurement activities (Executive Order No. 12549).
- This assignment is not represented by a union.
- Stands; sits; moves about the work area; bends forward; climbs stairs; reaches overhead; lifts to 5 lbs.; pushes/pulls up/moves carts weighing up to 20 lbs.; carries items weighing up to 5 lbs. up to 6 feet; keyboard operation; operation of a motor vehicle; speaks in a clear/audible speaking voice; reads at 12-point font; sees using depth perception; hears at a normal speech level; may traverse uneven work areas.

## HOW TO APPLY

To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>

*Marion County does not accept mailed, delivered, faxed, or e-mailed applications.*

If you have questions about this position, please call (503) 566-3949 or e-mail [HRRecruitment@co.marion.or.us](mailto:HRRecruitment@co.marion.or.us)

## KNOWLEDGE, SKILLS AND ABILITY

Knowledge of: health and mental health principles, problems and intervention methods; health and mental health laws of the State of Oregon; management techniques, personnel administration, fiscal administration, budget preparation, contract management, program evaluation, plan development and information system principles.

Ability to: train and work harmoniously with staff and supervise and coordinate the work of subordinate employees; prepare clear and concise reports and recommendations; secure confidence and cooperation of community agencies, officials and other staff; assist union negotiations.

## COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program.

The wage range for this position is \$4,520.80 to \$6,055.20 bi-weekly \$9,795.07 to \$13,119.60 monthly with initial wages dependent upon the qualifications and experience of the candidate selected. This is an exempt, full-time position, which is not eligible for overtime.

### *Benefits Include:*

#### Insurance Coverage

- ✓ Medical, prescription, vision and dental plans covering employees and dependents with low premium share
- ✓ Employer-paid basic life insurance
- ✓ Employer-paid Accidental death and dismemberment plan
- ✓ Employer-paid long-term disability plan

#### Retirement Benefits

- ✓ Participation in the Oregon Public Service Retirement Plan - Employer pays the 6% employee contribution.
- ✓ (457) deferred compensation plan option
- ✓ 2.5% employer contribution to a 401(k) plan

#### Annual Paid Leave

- ✓ 13 vacation days
- ✓ 12 sick leave days
- ✓ 10 holidays
- ✓ 2 personal holidays

EQUAL EMPLOYMENT OPPORTUNITY: Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.