

CITY OF CHATTANOOGA

Classification Specification Title: Deputy Director Office of Community Health

Department: Executive Branch

Pay Grade: GS.16

Supervision Received From: Dir. Community Health

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 3/8/22

Revision Date: 4/1/25

CLASSIFICATION SUMMARY:

The Deputy Director for the Office of Community Health is a highly visible management position that assists the Director with the development and execution of operational policies for the Office of Community Health. The Deputy Director serves as the Office of Community Health's Director in the absence of the Director. Director supports development of plans for community-based programs aimed at the prevention of disease and the promotion of health in the City of Chattanooga.

Responsibility for recommending community health initiatives, policy implications and best practices after reviewing health literature and statistics. The community health director holds significant responsibility in directing health-focused operations for dealing with key issues.

The community health director organizes, plans, directs, and manages programs to improve a population's overall well-being.

SERIES LEVEL:

This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Develop and implement plans for new community-based health education programs aimed at preventing disease and promoting healthier, more active lifestyles.

Apply for grant funding to pioneer health initiatives.

Make positive policy changes that boost the wellbeing of the citizens of the community.

Work under the direction of the Mayor to organize efforts to evaluate and resolve public health issues.

Significant responsibility in directing health-focused operations for dealing with key issues, including but not limited to the following: health disparity, obesity, disease outbreak, immunization, smoking, nutrition, safety, disaster relief, water quality, and more.

Responsibility for devising effective community-based health initiatives that educate local citizens and promote healthy lifestyle choices throughout the community.

Involvement with writing grant proposals, assessing the community's needs, developing health education programs, training community health workers, supervising staff, allocating public health funding resources, analyzing data, and drafting/recommending health policy changes.

Responsibility for overseeing all aspects of protecting their community's health and well-being.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Licensure and/or certification(s) as a health professional. Must hold at least a master's degree from an accredited graduate school - doctoral level degree preferred, particularly in one of the health professions with experience in public health; or any combination of equivalent experience and education.

An MPH or MBA in Healthcare is also advantageous as an indication of developed managerial acumen necessary to direct complex public health programs.

LICENSING AND CERTIFICATIONS:

A valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles and practices for staff assigned to the Office of Community Health; Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work. Problem-solving skills for creating innovative solutions to Chattanooga's toughest health concerns. Organizational skills for key aspects of community health initiatives, including budgeting and scheduling. Strong communication skills, along with the interpersonal and leadership abilities needed to supervise various health professionals. Analytical skills to understand current health regulations and find ways to make better policies. Strong decision making and critical skills.

PHYSICAL DEMANDS:

Position typically requires talking, standing and some repetitive motion.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and

standing are required only occasionally and all other sedentary criteria are met. May need to move around multiple locations throughout the City and County for work related collaboration.

SPECIAL REQUIREMENTS

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.