

CITY OF CHATTANOOGA

Classification Specification Title: Director of Community Health

Department: Mayor Community Health

Pay Grade: GS.17

Supervision Received From: Chief of Staff

FLSA Status: Exempt

Supervisory Responsibility For: RN Navigator, Community

Established: 2/25/22

Outreach Coord., Dep. Dir. Community Health, Recreation

Revision Dates: 4/1/25;

Prog. Coord., FJC Exec. Dir., Program Manager, Admin

11/20/23; 10/20/23

Support Coord., Public Safety Coord.

CLASSIFICATION SUMMARY:

The Director of the Office of Community Health is responsible for developing and implementing a city-wide strategy for advancing community health and well-being. This includes the creation of community-based programs aimed at the prevention of disease and the promotion of health as well as ensuring health related activities are integrated throughout city government. The Director is also responsible for recommending and advocating for community health initiatives, devising policy recommendations, and lifting up best practices based on the best available evidence. The Director holds significant responsibility in directing health-focused operations for dealing with key issues and serving as a key advisor for City Mayor and other members of the City's senior leadership team. The Director will be an active voice on issues of health in the community, and will help organize, plan, direct, and manage programs that aim to improve population health.

SERIES LEVEL:

The Director of Community Health 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 a strategy for community-based programs aimed at preventing disease and promoting well-being;

Work to secure funding to help support and grow community health initiatives;

Be a voice for community health by actively working on policy that can improve the health and well-being of the community;

Partner with other city leaders to set shared goals for community health in the city and develop a measurement strategy that shows the impact of the work;

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

Lead operations for dealing with key issues such as mental health, health disparities, chronic disease, disease outbreak, including response and recovery, immunization, smoking, nutrition, safety, disaster relief, water quality, and more;

Responsible for being the lead communicator for all things health related in the city. This includes a consistent communication mechanism for internal staff, external stakeholders, and other key city and county leaders;

Maintain active involvement seeking funds to support community health initiatives. This may include writing grant proposals, devising a strategy for using public health funding resources;

Maintain up to date assessments of the community's needs;

Develop health education programs and training programs;

Lead and supervise the Office of Community health team, which includes the Office of Community Safety and Gun Violence Prevention, the Family Justice Center, nurse navigators, and other OCH staff members;

Lead the collection and analysis of community health data, including key public health indicators, and put these data into a format that can be used by community leaders and other City officials;

Make recommendations to the Mayor for health policy changes; Oversee all aspects of protecting the community's 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:

Must hold at least a master's degree from an accredited graduate school, preferably in one of the health professions and ten (10) years of related experience or any combination of equivalent experience and education.;

Doctoral level degree preferred;

Experience in public health preferred;
Management experience is required.

LICENSING AND CERTIFICATIONS:
Professional certification(s) are preferred.

KNOWLEDGE AND SKILLS:

Comprehensive understanding of the key drivers of health. Understanding complex systems, the role of city government, and how to engage the public and private sector to accomplish community health goals. Possess political acumen, interfacing on such a sensitive topic, and have the ability to problem-solve innovative solutions to Chattanooga's toughest health concerns. Organizational skills and strong communication skills, along with interpersonal and leadership abilities are needed to supervise various health professionals. Analytical skills to understand current health regulations and determine ways to improve existing policies. Strong decision making skills and critical thinking skills are required.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

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.

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.