

Become The Next Sonoma County
Department of Health Services

Public Health Division Director



*Building a Healthy
Community Together*

Position Overview

Sonoma County is in search of an exceptional public health professional with a proven track record of success to serve as its first Public Health Division Director. This position is newly created as duties formerly assigned to the Health Officer have been separated, allowing the Public Health Division Director to focus on the day to day administration of a large and complex division. Recognized for its commitment to innovation and collaboration, the County of Sonoma strives to be the healthiest county in California by 2020. The Department seeks a “health in all policies” approach to health services planning and delivery and looks to its leadership team to further this vision.

The Public Health Division Director will understand the value and benefit of population-based, preventative and educational approaches to the Department’s diverse range of Public Health services and programs and further the division’s service goals to improve access to integrated prevention-focused health; strengthen focus on chronic disease prevention, healthy growth and aging; foster cross program collaboration and multi-sector shared outcomes for a healthy Sonoma County. He or she will ensure the core functions and essential services of public health are considered and sustained within the division’s programs and services. Examples of public health core functions include assessment, policy development and assurance. These are demonstrated by priorities of local food systems, water and environmental quality, dental health of children and adults, land use planning, and health care system integration supporting the “triple aim” of improved care, decreased cost, and increased access. These efforts will work to promote health across the lifespan.

The Position

The Public Health Division Director will be responsible for the day to day operations of the Public Health Division, including directing, organizing, and coordinating the activities, programs and functions of the division. The position will also provide oversight for the development of the division budget, required reports, financial plans, statistical analysis, and for reviewing and analyzing legislation and determining affects on divisional procedures and operations. Further, the position is responsible for evaluating and supervising division staff, directly or through subordinate managers.

The position will provide leadership to the Public Health Division to continue implementation of the 2010 departmental reorganization. The Public Health Division provides services through six sections: Program Support and Planning, Early Childhood Development, Healthy Communities, Environmental Health and Safety, Family Health, and Animal Care and Control. The division is additionally responsible for the county’s Regional Public Health Laboratory, Coastal Valleys Emergency Medical Services Agency, and a variety of commissions and committees, including: Maternal, Child



and Adolescent Health Advisory Board, Emergency Medical Coordinating Council, and Sonoma First 5 Commission. A Deputy Health Officer provides oversight and coordination of Disease Control, Surveillance and Response, EMS, Planning and Preparedness, and Clinical Services.

The Ideal Candidate & Qualifications

The ideal candidate will:

- ❖ Demonstrate leadership; create a positive work environment, set clear and challenging but attainable goals aligned with the department’s strategic priorities.
- ❖ Make effective presentations that deliver clear, organized and persuasive messages.
- ❖ Be a successful “influencer,” persuasively affecting others’ positions and opinions.
- ❖ Possess excellent organization skills demonstrating a strategic viewpoint, being budgetary and organizationally savvy, and effective at organizing people and functions into an effective workforce.
- ❖ Be an effective change agent, ensuring that organizational change is smooth and successful and one who knows and guides the planning, process changes, role redefinition, retraining, and communication steps in transitioning from one organizational state to another.
- ❖ Be a self starter and innovator, willing to try new things and one who readily identifies obstacles and opportunities for improvement.
- ❖ Be an outstanding manager of performance, taking responsibility for improving the effectiveness of others and enabling the competent growth of others.

Minimum Qualifications

A Master's degree in Public Health from an accredited college or university is required, as is four years of administrative or management experience as a division director or program manager in a public health or community health setting involving the evaluation, administration and program direction of varied types of public health services and programs requiring large expenditures of funds. Please see the on-line job announcement for more detail on minimum qualifications at www.sonoma-county.org.

Sonoma County

Located an hour north of San Francisco, Sonoma County offers a rare and compelling array of scenic, recreational, and geographic options. Please visit www.sonomacountyconnections.org for more information about Sonoma County as a place to live, work, and build your career legacy.

Sonoma is a general law county, governed by a five-member Board of Supervisors. The Board is fully committed to a mission and vision that value the highest quality customer service, strong leadership, engaged citizen participation, courteous and prompt assistance, providing valuable and complete information, and creating and preserving efficient and cost effective government.

The County's annual budget is \$1.2 billion in fiscal year 2011-12. Twenty eight departments, agencies and special districts employ over 3,600 full-time employees.

Department of Health Services

The Department of Health Services is a large, complex department consisting of various divisions including: Administration, Public Health and Behavioral Health. The Department's mission, "Working with individuals and communities to achieve and preserve health and well being" and its values are achieved through the following operating principles:

- ❖ Act as leader and collaborative partner with residents, service providers and other stakeholders to support initiatives that improve community health.
- ❖ Foster work environments that promote professionalism, diversity, mutual respect and productivity.
- ❖ Use data and evidence-based practice to plan, implement and evaluate programs, establish clear goals and desired outcomes.
- ❖ Assure that employees and community stakeholders

have access to information and opportunities for input and engagement.

- ❖ Obtain and maximize the use of financial resources to assure the successful accomplishment of goals.
- ❖ Recruit and maintain a highly skilled workforce and continuously develop capacity of employees to advance the department's mission and assure ongoing, high-caliber leadership.
- ❖ Use a flexible, multi-disciplinary approach to problem solving and program design, utilizing collaboration and partnerships to foster innovation and effectiveness.

The Department of Health Services Executive Management Team, reporting to the Director, includes: the Assistant Director; the Behavioral Health Division Director; Department Administrative Services Director; Director of Health Policy, Planning and Evaluation; Health Officer; and Public Health Division Director.

The County of Sonoma Department of Health Services fiscal year 2011-12 budget, of approximately \$231 million, consists of approximately 502 full time equivalent positions and provides services throughout the County. Of this, approximately 222 FTE are assigned in the Public Health Division. The Division's budget is approximately \$50 million. The Department's revenue sources include State and Federal funds, fees and reimbursements for services and county General Fund.

Please visit the department's website for information on its programs, services, organization and partnerships @ www.sonoma-county.org/health.



What We Offer

The salary for the Division Director for Public Health ranges from \$127,961 to \$155,553 annually depending on the qualifications of the successful candidate. The County also offers an attractive benefit package, Details are available at <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1223>.

Due to ongoing fiscal issues, the County of Sonoma implemented a Mandatory Time Off (MTO) Program for FY 2011-12. Prorated MTO hours of approximately 1.5 hours per pay period will be required of employees hired after January 1, 2012.

Selection Process & Application Instructions

Accepting Applications Through: Friday, February 17, 2012

Oral Examination Interviews: Week of March 12, 2012

Finalist Candidates Meet with Stakeholders: Week of March 12, 2012

Department Selection Interviews: Week of, March 19, 2012

Please be mindful of the planned timeframe. Although it may be subject to some change, it would be wise to plan availability around these dates and submit application materials as early as possible.

Please complete an on-line application, available at www.yourpath2sonomacounty.org, **by 11:59 p.m. on Friday, February 17, 2012**. Paper applications are available upon request.

County of Sonoma Human Resources
575 Administration Drive, Suite 116-B
Santa Rosa CA 95403
Facsimile: (707) 565-3770

Questions can be directed to: Maggie Martin, Human Resources Analyst at Maggie.Martin@sonoma-county.org or (707) 565-3565

Salary

\$127,961 to \$155,553



Building a Healthy Community Together!

