

GRADE: 20
DIVISION: ADOLESCENT & CHILD HEALTH SERVICES

POSITION SUMMARY:

Reporting to the Chief Operations Officer and serving as an integral member of the senior leadership team, this position is primarily responsible for directing/managing the Tulsa Health Department's Adolescent and Child Health Division, services and communitywide programs, including It's All About Kids/School Health; WIC Program and WIC Peer Program; Child Guidance; Audiology; Personal Responsibility Education Program (teen pregnancy prevention) and serve as the site supervisor of the North Regional Health & Wellness Center. Responsibilities include the development and execution of strategic plans and policies and procedures to be used by the managers, staff for coordination of health activities with other state or local agencies.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position but are not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS (90% of Time):

1. Directs and supervises the work of the Adolescent & Child Health Services unit through the selection of approved staff, training and appraisal of subordinates, recommendation of associated personnel actions, definition of individual and group responsibilities through the PMP process, determination of priorities and deadlines, evaluation of the quality and effectiveness of the unit work, and initiation of changes or corrections to programs or processes, when appropriate, to ensure the quality and consistency of the unit and efficient utilization of manpower. Evaluates staffing requirements and makes recommendations and/or provides justification for increases or decreases to staff size.
2. Supervises the planning, implementation and evaluation of the unit's operations, and the coordination of programs with other departments.
3. Participates in the development of Health Department policies, procedures, protocols, and programs; serves as a member of committees, teams and task forces to assist in the coordination of activities, the effective management of the Health Department, and to contribute professional expertise.
4. Develops new or modified policies and procedures to enhance operational efficiency; interprets and communicates THD management decisions, policies, and directives to personnel; and communicates staff needs and suggestions to administration as appropriate.
5. Develops, implements, and administers annual budgets and participates in Health Department's strategic planning to ensure the sound fiscal management of the unit. Approves the acquisition of materials and supplies for the unit.
6. Provides direction and leadership in seeking new sources of funding for new and ongoing programs and recommends and directs the conduct of time and cost studies for use in program evaluation, strategic planning, plans for sustainability and cost analyses; prepares/reviews Title V continuation grants and reports, specifically for the School Health funding through OSDH.
7. Reviews and prepares analyses and reports of activities, costs, operations, and forecast data to determine progress toward stated goals and objectives. Participates as a representative of the Health Department in state planning activities related to health and welfare services and

- informs administration of community health developments, community needs and program changes.
8. Represents the THD in the community through professional affiliations and participation in community groups.
 9. Supervises the Community Garden Coordinator and participates on the Community Garden Committee.
 10. Coordinates the monthly North Tulsa Advisory Committee and ensures feedback and recommendations to improve customer service, cultural competency or program offerings are carried out.
 11. Coordinates the use of the North Regional Health and Wellness Center request from external partners, community members or individuals.
 12. Actively participates as a member of the North Tulsa Community Coalition and Be Well.
 13. Internal liaison for any entity that may lease space in the North Regional Health and Wellness Center for an extended period of time.
 14. Other duties and responsibilities as delegated by the Chief Operating Officer.
 15. Completes required training in support of the duties and responsibilities of this position.
 16. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

SECONDARY JOB FUNCTIONS - NON-ESSENTIAL (10% of Time):

1. Directs the preparation of reports and maintenance of records of the unit's activities.

QUALIFICATIONS/SPECIFICATIONS:

Education: Master degree in public health, health administration, business, management or related field.

Experience and Skills: Five to seven years of progressively responsible work experience in a public health environment, demonstrating skills in supervision of a diverse work force, fiscal management, and the ability to relate to a wide variety of constituents. Extensive knowledge and understanding of the North Tulsa culture and community.

Licenses: None.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Regular internal contact with other members of senior management, as well as other personnel, in the day-to-day management of the organization; coordination of department activities; and development of financial/operational plans.
- Regular external contact with officials of state, county, city and community agencies to provide information about THD programs through speeches and board presentations.

PHYSICAL EFFORT:

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Lifts materials, boxes of records, and equipment weighing up to 25-30 pounds; stooping, bending, and squatting while retrieving files. Repetitive hand and arm movement related to computer and telephone operation. Reaching, grasping, talking, hearing, and visual acuity are required to effectively work in this role. Sitting for an extended period of time.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – It's All About Kids School Health, Personal Responsibility Education Program (PREP), Child Guidance, Audiology, Women Infants and Children (WIC) and WIC Peer Program, NRHC Community Garden Coordinator, Adolescent & Child Health Services Division Administrative Assistant.

Indirect Supervision – Through subordinate supervisors, personnel including administrative aides and administrative assistants.

Budget/Money/Material – Responsible for submitting budgets to Chief Operating Officer for departments directly supervised.

Reports to – Chief Operating Officer.

WORKING CONDITIONS:

Must be flexible to meet the needs of various schedules; hours may fluctuate based on priority of deadlines and workload. Varying degrees of stress and pressure depending on urgency of the task or project.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

FLSA Status: Exempt