



**Job Code:** 9600

**Grade:** 24

**HCWR:** N

**Job Title**

Director of Public Health Administration

**Department**

Public Health

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Director of Public Health Administration leads the development and implementation of operational and administration processes for the Cook County Department of Public Health (CCDPH), under the direction of the Chief Operating Officer. Directs CCDPH operational activities related materials management, facilities management, and records management. Facilitates budget development and tracking. Serves as a liaison for CCDPH administration and collaborates with Human Resources, Information Technology, Procurement, and Finance.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



**General Administrative Responsibilities**

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

**Typical Duties**

- Directs and oversees the daily administrative operations and ensures quality, performance and timeliness standards are met. Oversees workflow allocation and troubleshoots any complaints, complex issues and conflicts as required
- Serves as principle CCDPH liaison and supports program managers with Cook County Health (CCH) administrative departments, including Finance/Budget, Supply Chain Management/Procurement, Human Resources, Health Information Systems, and Facilities Management
- Identifies areas for organizational development and improvement. Initiates changes to improve organizational efficiency using quality improvement and change management principles
- Responsible for department operational and capital budget preparation while identifying and implementing opportunities for financial benefits to CCH. Manages the department's expenditures and monitors budget status on an ongoing basis
- Collaborates with CCDPH and CCH Supply Chain Management/Procurement to develop processes and systems that facilitate, track, and report on all CCDPH purchasing from requisition to payment
- Collaborates with CCDPH and CCH Human Resources to develop processes and systems that facilitate, track, and report on all CCDPH hiring from Request to Hire submission to onboarding
- Collaborates with CCDPH and CCH Finance to develop processes and systems to ensure programmatic and fiscal compliance with grants and grant reporting
- Works with CCH administrative departments to implement system wide policies in CCDPH
- Secures and maintains the physical workspace for a safe, efficient, and productive work environment
- Plans, directs and, oversees facility management and maintenance services including building and facility operating systems maintenance, repair and improvement, custodial services, and security operations
- Assures proper management of inventory systems and schedules for delivery of materials and supplies and
- Coordinates all activities of CCDPH records management according to applicable laws including storage, duplication and/or destruction of records and other documents in



**Typical Duties**

- accordance with regulatory requirements
- Serves on the CCDPH Incident Command Team during public health emergencies
- Performs other duties as assigned

**Reporting Relationship**

**Minimum Qualifications**

- Master's degree from an accredited college or university with five (5) years of experience in a public health, government, or healthcare setting OR Bachelor's degree from an accredited college or university with seven (7) years of experience in a public health, government, or healthcare setting
- Three (3) years of experience developing and managing budgets
- Two (2) years of experience supervising and/or managing staff
- Must be trained and certified in NIMS FEMA IS-100, 200, 700, and 800 management within six (6) months of employment
- Must be trained and certified in NIMS FEMA IS-300 and 400 management within one (1) year of employment
- Position requires heavy travel for which the employee must have a valid Illinois driver's license in good standing and access to an insured vehicle
- Must be available for "on-call" duty as required

**Preferred Qualifications**

- Master's degree in public health, public administration, healthcare administration, business administration, or a related field from an accredited college or university and five (5) years of experience in a public health, government, or healthcare setting OR Bachelor's degree in public health, public administration, healthcare administration, business administration, or a related field from an accredited college or university and seven (7) years of experience in a public health, government, or healthcare setting
- Quality improvement methodologies and project implementation experience
- Grants management and compliance experience
- Facilities management experience

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of budgeting and fiscal management
- Knowledge of business practices followed to prepare bid specification, negotiate agreements, and administer contracts
- Knowledge of program planning and scheduling
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, critical thinking skills
- Demonstrate attention to detail, accuracy, and precision



**Knowledge, Skills, Abilities and Other Characteristics**

- Ability to plan, organize and manage building operational services
- Ability to adhere to department policies and standards utilizing best practices
- Ability to train by presenting concepts and demonstrating tasks
- Ability to develop and implement operational and administrative goals, objectives and procedures
- Ability to research regulations, procedures or technical reference materials relating to building maintenance
- Ability to collect and analyze data to identify needs and evaluate program/product effectiveness
- Ability to work effectively as part of a multidisciplinary team

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**