

Job Description-Health Planning Director

Nature of work: This is an administrative position in directing and supervising the Town's Health Planning Office and the Bucksport Bay Healthy Communities Coalition.

An Employee in this class formulates policies and coordinates activities in accordance with general policies established by the Town Council, Bucksport Bay Healthy Communities Coalition Advisory Board and by the Town Manager. The Health Planning Director may exercise supervision over several employees who may assist with activities outlined by the Bucksport Health Plan. The employee is responsible for the preparation and monitoring of the department budget; the preparation, implementation of and the adherence to procedures and departmental personnel functions. Responsibilities also include establishing and maintaining appropriate work relations with municipal officials, school officials, peers, and subordinates, State and local organizations and agencies, volunteers, advisory board members and with the general public. Work is performed under the supervision of the Town Manager; however, this employee must also exercise considerable independent judgment and technical expertise in order to meet department objectives.

Essential Duties and Responsibilities: Directs and oversees community wide health plan under the guidance of a volunteer advisory board.

Provides administrative support to health planning committees.

Prepares the departments budgets, controls expenditures, and approves all requisitions.

Advises the Town Manager of all health activities and associated problems.

Collaborates with local health and human services providers to maintain the Provider Network Subcommittee.

Collaborates with Bucksport School Department in maintenance of a Coordinated School Health Program.

Develops and implements systems that will ensure health planning activities will be in compliance with work plans developed by the Bucksport Bay Healthy Communities Coalition and the Bucksport Town Manager as well as grant requirements.

Responds to community request for assistance in managing health needs.

Maintains all administrative records for the department.

Directs and coordination of large numbers of volunteers.

Interviews applicants for employment or volunteer services and makes recommendations to the Town Manager regarding employment status for all department employees.

Requirement of work: Thorough knowledge of the principles, standards and practices of developing and administrating a community wide health plan.

Ability to plan, lay out and supervise the work of subordinates performing varied operations connected to development and implementation of a community wide health plan.

Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectation as to health activities and to modify organizational procedures to meet changing conditions.

Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, and general public.

Ability to provide effective leadership and to maintain harmonious relationships within the department and with other municipal departments.

Training and Experience Required: Considerable administrative and operational community health planning, health education promotion, community development, organizational; and volunteer supervision; possess a Master's Degree in Public Health/or related field; or any equivalent combination of experience and training.

Necessary Special Requirement: Must maintain a Maine driver's license.