



**OAKCREEK**  
— WISCONSIN —

**Position:** Public Health Manager  
**Department:** Health

**Unit:** Non-Union  
**FLSA Status:** Exempt

### **Summary Description**

Under the general supervision of the Health Officer, the Public Health Manager promotes individual and population health by planning, coordinating, managing, and evaluating daily health department clinical operations. Enforces state and local public health laws according to applicable statutes, rules, regulations, and ordinances. The work is performed under the direct supervision of the Health Officer. In the absence of the Health Officer, the Public Health Manager assumes full responsibility for the activities of the Health Department.

### **Supervision/Accountability**

The Public Health Manager reports directly to the Health Officer and is responsible for the direction and supervision of work assignments for the Public Health Nurses and Health Clerks.

### **Major Duties/Essential Functions**

Manages, supervises, and evaluates clinical public health staff, programs, and activities.

Plans and implements new staff orientation and training.

Assists the Health Officer in policy development, fiscal management, data collection, public health communications and marketing, and recruiting of staff.

Leads the Department's community health planning initiatives to promote individual and population health. Oversees the Department's Community Health Assessment and Community Health Improvement Plan development and implementation. Collaborate with community stakeholders to identify, implement, and evaluate evidence-based or promising practice public health programs and policies to improve the health of Oak Creek.

Provides support and oversight for the Department's clinical programming including but not limited to the immunization program, lead program, weekly clinic operations, and public health nursing services.

Leads Performance Management and Quality Improvement activities for clinical and other programming.

Collaborates with Health Officer on development and implementation of Strategic Plan.

Serves as lead on implementation and oversight of electronic health record.

Fosters community partnerships and assists with the public health accreditation process.

Actively participates in ongoing staff training and education.

Responds to emergency event(s) with reassignment of responsibilities as deemed appropriated within an ICS/NIMS command structure.

**Minor Duties/Responsibilities**

Represents Health Department at community and partner meetings and events.

Develops or coordinates staff in-service education appropriate to needs, assures annual staff training updates and assists with staff meetings.

May assist the Health Officer in the preparation of the annual health department budget, grant proposals, and other reports.

**Knowledge**

Knowledge of public health programs including nursing, environmental health, communicable disease, community health, and emergency preparedness. Knowledge of the statutory responsibilities of public health in Wisconsin as well as public health rules and regulations at federal, state, and local level. Knowledge related to community agencies and their roles in contributing to the health and welfare of individuals, families, and groups.

**Skill/Ability**

The ability to make decisions, supervise, and to effectively prioritize work. Interpersonal communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations; interviewing, counseling, and documentation of findings, while respecting client confidentiality. Ability to establish and maintain effective communications with employees and citizens contacted in the course of work. Ability to effectively handle a variety of difficult situations and problems. Ability to follow standard safety practices and procedures. Ability to speak and understand the English language fluently and use proper grammar, punctuation, and spelling. Ability to perform required mathematical computations. Ability to read, analyze and interpret legal documents, common scientific, technical and trade journals. Working knowledge of computer-based programs and reporting statistical information. Ability to prepare, implement, and evaluate grants. Ability to work independently.

Proficient use of a personal computer in a Windows environment: Microsoft Word, Power Point, and Excel.

The ability to use the tools and equipment listed below are essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Equipment such as but not limited to telephone, computer, calculator, copy machine, and fax machine is required.

**Education/Experience**

A Bachelor's Degree from an accredited college or university in public health, public administration, health administration, nursing, or a similar field. Master's Degree in public

health, public administration, health administration, nursing, or related field strongly preferred. Four or more years' full-time, progressive experience working in the public health field required.

### **Physical Demands**

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works independently, is responsible for the health and welfare of others, and may be required to work flexible hours.

A high degree of hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to bend, sit, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, the ability to adjust focus. The employee is sometimes expected to hear conversation within a noisy atmosphere, to perform work at a computer terminal and to have contact with the public.

### **Work Environment**

Employee must be able to work unsupervised for extended periods of time. Work is performed in a variety of settings including but not limited to office, vehicles, outdoor settings, private residences, and commercial buildings. Work may be performed in emergency and stressful situations. Individual may be exposed to hazards associated with rendering emergency medical assistance, including blood borne pathogens, body fluids, respiratory contagion, or other environmental hazards. Potential for exposure to contagious diseases exists.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate and would be representative of a medical clinic. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires occasional flexible working hours depending on unique needs of particular projects or events. Must be available to respond to the City as needed in case of emergency.

### **License/Certification**


Possession of a valid Wisconsin Motor Vehicle operator's license is required.

### **Selection Guidelines**

This position is covered by a process that includes but is not limited to the completion of a formal application, the rating and verification of education and experience, oral interviews and a reference check. Job-related tests might be required as determined by the city. All applicants may be required to submit to a stringent medical examination prior to appointment consistent with requirements of the position. All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approved By:   
City Administrator

Reviewed By:   
HR Manager

Reviewed By: \_\_\_\_\_  
Health Manager

**Revision History:**  
March 15, 2023