

HEALTH ASSISTANT DIVISION DIRECTOR

KIND OF WORK

Policy development, supervision, planning and management in one of the major divisions of the Minnesota Department of Health.

NATURE AND PURPOSE

An employee in this class, in a large multiple-program division, has responsibility for assisting the division director in the planning, development and implementation of divisional policies and programs. This employee also coordinates program activities and provides administrative supervision within one of the major divisions of the Minnesota Department of Health. Responsibility extends to making difficult technical and policy decisions within the broad framework of department policy as it relates to management functions. General supervision is received from the Division Director and/or an Assistant Commissioner of Health.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists the division director in developing and implementing divisional policies and objectives so that public health services throughout the state are maintained and improved.

Assigns program implementation responsibilities and provides administrative guidance to section chiefs so that program objectives are carried out in a timely and efficient manner.

Supervises budget planning and monitoring of expenditures so that the fiscal integrity of the division is assured.

Coordinates the program activities within the division and with other divisions in order to maximize efforts and impact and avoid unnecessary duplication.

Provides administrative supervision to program staff within the division so that adequate personnel, equipment and facilities are available to conduct assigned programs of the division.

Maintains liaison functions with the legislature, other state agencies, the University of Minnesota, voluntary associations, and health care providers to assure adequate and timely program planning and implementation.

Provides technical direction and supervision to assure the highest level of technical competence in work performed by the division.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Extensive knowledge of federal and state laws pertaining to state and local public health programs.

Extensive knowledge of the Minnesota Department of Health, functions, policies, and procedures and its participation in public health programs.

- Extensive knowledge of the general nature and objectives of statewide public health programs, including extensive knowledge of the programs of the division in which employed.
- Extensive knowledge of individual and community health problems, particularly as they relate to state public health programs.
- Knowledge of current program planning, budgeting, and administration principles and practices.
- Knowledge of state and federal legislative processes.
- Ability to establish and maintain effective working relationships with health professionals, federal and local officials, community groups, and the general public.
- Ability to supervise subordinate staff.
- Ability to communicate effectively verbally and in writing.

Est: 6/78T.C.:

Rev.: Former Title(s):