

**NORTHERN KENTUCKY HEALTH DEPARTMENT  
JOB POSTING**

**MARCH 15, 2019**

**PUBLIC HEALTH IMPACTS ADMINISTRATOR [Code: PHIA]**

The Northern Kentucky Health Department is accepting applications for a Public Health Impacts Administrator to oversee development, implementation, and evaluation of long range internal Health Department and community planning programs, workforce development programs, and marketing, branding and communications functions for Health Department. This position is based at our District office in Florence, KY but will frequently travel outside and inside our four-county district.

**Status:** Full-time exempt (paid weekly salary) merit system position  
**Classification:** Public Health Impacts Administrator  
**Band:** 11  
**Pay Rate:** \$1,112.81 - \$1,540.38/week (based on similar experience)  
**Reports to:** District Director of Health

**Essential Functions include, but are not limited to:**

1. **Administers external planning functions for the Health Department.** (Recruits and engages community members and stakeholders to participate in collaborative partnerships and coalitions to identify and prioritize health problems. Oversees the collection, analysis, and presentation of community health data involving informatics techniques and principles and (Geographics Information System) (GIS) mapping. Oversees the synthesis of community data into meaningful community priorities. Ensures the development of a Community Health Assessment (CHA) document for NKY. Oversees the development, implementation, and evaluation of the Community Health Improvement Plan (CHIP) and the associated community action plans. Recruits and engages community members and stakeholders to participate in collaborative partnerships and coalitions to develop the CHIP and implement the community action plans. Reports to community members, stakeholders, and others on the status of implementation and evaluation of the CHIP. Provides advice and support for making community health planning decisions.)
2. **Administers internal planning functions for the Health Department.** (Facilitates the development of and oversees the implementation, evaluation and reporting of progress on the Health Department Strategic Plan. Coordinates the development of Health Department's Operational Plans and reports. Oversees the development of Health Department's Quality Improvement Plan (QIP) and Performance Management (PM) activities, consults with staff to develop QI activities, and facilitates the QIP/PM Council. Administers (re-)accreditation efforts for Health Department. Administers archiving and retrieval system for planning documents. Provides advice and support for making community health planning decisions.)
3. **Administers communications for the Health Department.** (Audits Health Department's communications and establishes, updates/maintains, and implements a plan to continuously improve internal and external communications. Recommends administrative policies and procedures pertaining to Health Department's branding and communications including use of social media and Oversees Health Department messaging through social media. Oversees maintenance of website content by host vendor and staff. Approves release of internal documents reports including but not limited to employee/Board newsletter and operations plans and reports and oversees development of internal communications and talking points developed for District Director and Senior Staff as requested. Oversees the development and release of external communications including but not limited to the annual report, What's Happening articles, and CHIP progress reports. Reviews and updates Health Department's crisis communications plan. Oversees the work with vendors to develop supporting materials for crisis communications including templates, fact sheets, messages, signs, etc. Works with vendors to disseminate information through news media and other channels in the event of a public health emergency. Ensures staff are designated and trained to serve as back-ups in performing social media, website, and other technical functions as needed.)
4. **Administers the marketing and branding of the Health Department.** (Reviews and prepares for approval the internal and external print and electronic communications, materials, and campaigns as drafted by the Public Information staff, program staff, or contracted communications agency. Reviews, updates and enforces Health Department graphics design/branding policies and written style. Ensures branding and marketing materials are archived and sufficiently stored to retrieve information on demand. Oversees community outreach efforts such as health fairs, local fairs/festivals, speaking engagements, presentations, etc.)

5. **Administers media relations for the Health Department.** (Serves as primary point-of-contact with all media sources, including during non-business hours. Serves as general spokesperson, providing interviews to media. Coordinates interviews/news conferences with appropriate individuals, preparing them with presentations, talking points and key messages. Works with contracted communications firm to maintain a working knowledge of the local media/advertising market and obtains recommendations for targeting strategies. Oversees monitoring and dissemination of media coverage for news related to the Health Department/public health issues. Oversees preparation and dissemination of press releases. Ensures staff are designated and trained to serve as back-up points-of-contact for the media.)
6. **Administers workforce development programs for the Health Department.** (Administers workforce development programs including but not limited to the Public Health Institute and maintaining professional relationships with colleges and universities. Coordinates research projects performed by students, Health Department staff or outside research investigators. Updates and maintains Health Department Workforce Development Plan.)
7. **Functions as a member of Senior Staff.** (Represents Health Department. Makes recommendations regarding the future of the Health Department. Collaborates with other divisions/units in the Health Department. Advises District Director of Health as appropriate.)
8. **Supervises assigned staff.** (Interviews and makes hiring recommendation to fill staff and student vacancies in unit. Ensures direct report(s) have appropriate knowledge, skills, abilities and equipment to perform their duties. Ensures direct report(s) comply with policies and practices. Monitors staffing level for assigned unit. Approves leave requests. Conducts performance evaluations. Updates job descriptions. Addresses performance/behavior issues. Reviews work of direct reports as necessary to ensure meeting desired outcomes and results. Recognizes staff's accomplishments/ achievements.)
9. **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
10. **Performs other duties.** (Attends work as scheduled or use approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned duties.)

**Minimum Pre-Hire Qualifications:**

A valid, active driver's license, reliable transportation and either of the following is required prior to appointment date:

- A Bachelor's degree in Public Health, Health Informatics, Health Education, Planning, Epidemiology or closely related field from an accredited university plus 4 years of full-time responsible experience in the Planning field, with 2 years in a supervisory capacity preferred.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

**Minimum Post-Hire Qualifications:**

Must complete job-specific training as assigned.

**Desired Qualifications:**

Same as above plus prior Public Health experience.

**To Apply:**

Apply through CareerBuilder only ([www.careerbuilder.com](http://www.careerbuilder.com)).

**For immediate consideration apply by 3/26/2019.**

Applications will be accepted as long as the position is posted on CareerBuilder.

Please reference code PHIA on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

**Northern Kentucky Health Department Human Resources – PHIA**

web: [WWW.NKYHEALTH.ORG](http://WWW.NKYHEALTH.ORG)

EEO/M/F/Vets/Disabled/H