



Milam County Health Department
908 N. Crockett Ave.
Cameron, Texas 76520



JOB DESCRIPTION FOR
Milam County Health Department Executive Director

General Description of the Position:

The executive director works under general direction of the Milam County Judge with the latitude to operate independently as necessary.

The director is responsible to manage, plan, coordinate, and supervise the Milam County Health Department, to negotiate, plan, and coordinate with Federal, State, Milam County and other local authorities on matters concerning public health programs; and to assist the Health Authority/Medical Director to ensure efficient delivery of public health services; and to coordinate administrative and program matters.

This position is responsible for the planning, implementation, evaluation, administrative, reporting, and budgetary requirements to meet the legislative and/or scope of work within revenue, expenditure limitations and/or legal requirements of the assigned public health programs of preparedness, sexually transmitted diseases, immunizations, tuberculosis, Women Infant and Children, septic services, and County Indigent Health.

This position is responsible for the direct management of the Preparedness program to meet the disease surveillance and/or requirements/responses in a public health incident/event.

This position is responsible for the professional, technical, and clerical staff to include development of job descriptions, hiring, performance evaluations and disciplinary action as needed.

Example of Duties:

Plan and supervise the coordination of professional health care personnel.

Supervise personnel, accounting, and purchasing functions within the division.

Prepare an annual budget for division operations, various State and Federal grant applications, and other funding documents and proposals as required.

Administer State and Federal grant funded programs in accordance with established State and Federal guidelines for operations, program management, record keeping and fiscal management to ensure programs meet established goals within approved funding frameworks.

Develop collaborative partnerships and maintain relationships with Milam County providers.

Establish goals and objectives for the PHEP program to meet the requirements to include training and exercising of staff and volunteers for a public health emergency.

Knowledge of:

Management to include at a minimum: planning, directing, reporting, staffing and budgetary responsibilities.

Principles and practices involved in preparation for and response to public health emergencies and the public health components of other emergencies within Milam County.

Supervisory experience to include: development of job descriptions, hiring, disciplinary action and conducting evaluations

Levels of Training/Experience/Education:

Experience in Public Health at local or regional health service level preferred

Computer proficiency in Microsoft Outlook, Word, Excel, and Social Media development to include website design and Facebook.

Credentials and Experience:

Bachelor's degree in public health preferred with ability to substitute year by year with experience in clinical services, management, supervision, or public health.

Five years of experience in management, public health, or public administration to include at a minimum three years of managerial, administrative, or supervisory responsibilities.

Work Environment:

Attends work on a predictable schedule with the necessity to work outside the traditional hours of Monday – Friday 8:00 a.m. – 5:00 p.m. as needed.

Provides a safe environment for staff to complete their required duties while operating within the guidelines of the Milam County Employee Handbook.

Salary: \$55,900/year base salary plus retirement, insurance, and other fringe benefits. Employees are paid on a bi-weekly basis.

Applications and Resumes:

Resumes are accepted; however, all applicants are required to complete a Milam County Application. A blank application can be obtained from the milamcounty.net website or the Milam County Human Resources Office located at 806 N. Crockett Ave. Cameron, TX.