

Metro Public Health Department

Job Description

**Position Title:** Metro Public Health Director                      **Department:** Health Department  
**Class Title:** Chief Medical Director  
**Pay Grade:** NS    **FLSA:** Non-Exempt  
**Date:** July 2024    **Reports To:** Board of Health

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**JOB OBJECTIVE**

The Public Health Director is appointed by the Metropolitan Government of Nashville and Davidson County’s Board of Health. This position is responsible for the leadership and management of a complex metropolitan public health department with the purpose of assuring the successful achievement of the department's vision, mission, and program objectives. The Director promotes and supports population health in Metro Nashville Davidson County by providing senior management, leadership and public health expertise and promotes individual and population public health by delivering essential services within a variety of settings. The position is also charged with ensuring compliance with a broad range of current local health and environmental codes, regulations and policies and participating in multi-faceted community health and environmental projects. The Director provides mentoring, supervision and technical assistance to staff. The work is performed under the direction of the Board of Health.

**JOB DESCRIPTION**

**Essential Duties and Responsibilities**

Health Director performs the following essential functions within the framework of Metro Public Health Department and serves as the Chief Administrative Officer of the Board of Health. The duties and responsibilities listed below are not to be interpreted as exclusive or all- inclusive. Other duties and responsibilities may be required of this position.

**Public Health Sciences**

- Assures that the delivery of public health services is evidence-based and builds the scientific basis of public health. Immunizations, Family Planning, Communicable Diseases, WIC, Cancer Control.
- Collaborates in the development of evidence-based public health practices and programs in collaboration with universities, health agencies, businesses, trade associations, staff, and the public.
- Oversees development, implementation and evaluation of programs and activities for population groups that promote health and prevent disease, in all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
- Responsible for communicable disease follow-up: Assures that assigned staff makes appropriate recommendations to clients and others regarding control of specific diseases and follows up on health hazard complaints as defined by ordinance and state statutes.
- Oversees staff and response teams to prevent, minimize, and contain adverse health events and conditions resulting from chronic and communicable diseases.
- Informs and interprets state, regional, and department activities to the Board of Health and the public and other professionals using statistical data, cost figures, and program information.
- Ensures Metro Public Health Department compliance with relevant state public health practice guidelines, community standards of care, and Federal and State laws and regulations.

48 **Communication, Cultural Competency, and Community Engagement**

- 49 • Participates in multi-faceted community health projects.
- 50 • Ensures delivery channels of information are culturally inclusive.
- 51 • Conveys plans and programs at public and community meetings, hearings, and forums.
- 52 • Delivers targeted, culturally appropriate information to educate on local environmental public health
- 53 policies, regulations, and code.
- 54 • Educates local and state policy makers and community stakeholders on public health issues.
- 55 • Educates the public about current and emerging health issues using multiple methodologies effectively,
- 56 professionally, and inclusively engaging with diverse populations.
- 57 • Acts as liaison for Health Department with other departments, agencies, committees, and individuals;
- 58 promotes community partnerships to identify and solve health problems.
- 59 • Responds timely to information, misinformation, and disinformation.

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61 **Models Informed and Engaged Public Health Advocacy**

- 62 • Advocates on behalf of vulnerable individuals and populations for the purpose of Health Equity.
- 63 • Participates in assessing and evaluating health care services to ensure that people are informed of
- 64 available programs and services and are assisted in the utilization of those services.
- 65 • Addresses health disparities and promotes preventive measures.
- 66 • Collaborates and participates in Metro Public Health Department research and demonstration
- 67 projects to improve the health of communities and determine new ways to address health issues.
- 68 • Fosters and assists in the development of the Department’s Grant objectives, businesses, and work plans,
- 69 actively contributing to the pursuit of funding and subsidy of those endeavors.

70 **Analysis and Assessment**

- 71 • Participates in the process of community assessment, listening to the communities we serve.
- 72 • Participates in the analysis of data to identify trends that adversely affect the public’s health.
- 73 • Presents and interprets demographic, statistical, and scientific information to diverse audiences.
- 74 • Adheres to ethical principles and Metro Public Health policy in the collection, maintenance, use,
- 75 and dissemination of data.

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77 **Provides Strategic Leadership**

- 78 • Responsible for strategic planning, using quality improvement (QI) and performance management
- 79 (PM) processes and techniques to improve the effectiveness of public health programs.
- 80 • Develops, plans, and implements medical strategies aligned with the organization’s goals.
- 81 • Promotes and facilitates the incorporation of Departmental core values and strategic initiatives into
- 82 daily service delivery.
- 83 • Provides leadership to drive the development of policies that address local needs.
- 84 • Collaborates to determines future needs for department and changing public health needs; develops
- 85 department policies, procedures, strategic plan, continuous quality improvement, goals and
- 86 objectives and identifies available resources.
- 87 • Tracks, evaluates, and reports progress of MPHD to the strategic plan and performance standards.
- 88 • Makes well informed, actionable and data driven decisions.
- 89 • Approves MPHD’s planning, training, and exercising activities to prepare for public health
- 90 emergencies and may serves as the incident commander and or departmental representative to the
- 91 Office of Emergency Management during public health emergencies.
- 92 • Coordinates public health activities with environmental and public health professionals.
- 93 • Uses leadership/supervision skills of motivating, coaching, mentoring, and identifying strengths and
- 94 weaknesses to manage and direct various level of staff.

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**Provides Operational Leadership**

- Supervises department personnel, manages to maintain, or exceed standards. In coordination with Human Resources, approves promotions, discharges, and disciplinary actions.
- Plans, coordinates, assigns, and reviews staff work; conducts staff performance planning and evaluations; acts on problems and concerns; approves leave.
- Leads staff in coordinating professional growth and development opportunities that will enhance and contribute to a work environment where continual improvements in public health core competencies are practiced and pursued.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups, models lifelong learning and growth.
- Adheres to applicable Occupational Safety and Health Administration standards in the management of blood borne pathogens, toxic substances, airborne pathogens, or exposure to other hazards during routine assignments or public health emergencies.
- Provides training and orientation to staff, students, and other health professionals in the community regarding public health practices.
- Promotes and participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.

**Oversees Financial Planning and Management**

- Monitors and oversees the development, preparation, management, and review of the Health Department budget; time studies, budget activity; purchase requests and expenditures.
- Oversees the purchase, arrangement, and repair of all department equipment.
- Prepares proposals for funding from external sources.

**SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Directly supervises the Deputy Director of Health, the Metro Public Health Bureau Directors and other and has indirect supervisory responsibility over all employees in the Metro Public Health Department.

Receives general direction the Metropolitan Government of Nashville and Davidson County’s Board of Health. Exercises considerable discretion and judgment and has a high level of accountability.

**WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Employee works primarily in an office setting. Job involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting, and training rooms, etc. The work area is adequately lighted, heated, and ventilated. While performing the duties of this job, the employee may be frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, may be required while performing the duties of this job.

Must have a valid Driver’s license, proof of insurance that satisfies Metro Government of Nashville and Davidson County requirements.

Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.

147 **EDUCATION AND EXPERIENCE**

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149 Minimum requirements include Master's Degree or higher (or equivalent) in Public Health, Public  
150 Administration, Government, Public Policy, Business Administration, Healthcare Administration, Nursing,  
151 or related healthcare or environmental field or Doctor of Medicine or Osteopathy **and** must have eight (8)  
152 years of experience in public health and minimum of four (4) years of management and administration  
153 experience.

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155 **PERFORMANCE STANDARDS**

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158 **Supervisory Skills**

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  - Experience in managing within a metropolitan public health department or similar organization.
  - Proficiency in human relations, problem solving, conflict resolution, negotiation, decision making, critical and analytical thinking skills.
  - Proficiency in the principles of mentoring, peer advising and coaching for public health workforce development.

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166 **Communication Skills, and Other Knowledge and Skills**

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  - Demonstrated diplomacy and sensitivity in communicating with elected officials.
  - Ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.
  - Ability to utilize a variety of reference, descriptive, and advisory data, and information, such as professional literature, fiscal reports, advisories, contracts, policy manuals, personnel and payroll records, statutes, procedures, guidelines, and non-routine correspondence.
  - Ability to apply communication and group dynamic strategies in interactions with individuals and groups and incorporating strategies for interacting with persons from diverse backgrounds.
  - Proficiency in basic methods of epidemiology, disease prevention, environmental health, health promotion, behavioral change, group process, community/organizational development, and methods of instruction; public information and mass media methods; data analysis and research methods; marketing principles, public information and mass media and methods of instruction.
  - Proficiency in the identification of population health status and determinants of health and in the use of methods and instruments for collecting valid qualitative and quantitative data.
  - Proficiency in quality improvement principles and application of the public health standards.
  - Proficiency in team building, group facilitation, leadership, and development of supervisory trust and capacity across the Department and among community partners.
  - Proficiency in applying public health principles; applying knowledge of public health interventions, laws, regulations, and policy processes; and implementing best practices.
  - Proficiency in policy development, feasibility analysis, incorporating policies into program plans and structures, and policy evaluation and impact analysis.
  - Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health services.
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199 Metro Public Health Department is an Equal Opportunity Employer. In compliance with the Americans with  
200 Disabilities Act, Metro Public Health Department will provide reasonable accommodations to qualified  
201 individuals with disabilities and encourages both prospective employees and incumbents to discuss potential  
202 accommodations with the employer.

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Employee's Signature

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Date

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Supervisor's Signature

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