



## Metropolitan Government of Nashville & Davidson County Director of Public Health

<b>LOCATION</b>	Nashville, TN	<b>JOB TYPE</b>	Full-Time Non Civil Service
<b>JOB NUMBER</b>	NCS07377	<b>DEPARTMENT</b>	Health
<b>DIVISION</b>	Administration and Finance		

### Position Description

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.

The [Metro Public Health Department](#) (MPHD) serves the city-county jurisdiction of Nashville and Davidson County which includes urban, suburban, and rural areas. The work of the department is organized into eight bureaus (Administration, Community Health, Environmental Health, Clinical Services, Communicable Disease, and Emergency Preparedness, Health Equity, and Population Health) and the Director of Health's office. The MPHD workforce is composed of approximately 500 highly diverse and skilled employees working in 45 programs across six community locations. MPHD also partners with organizations across public, nonprofit, and private sectors in multiple capacities to promote and improve the community's health. MNPD functions as convener, coordinator, and facilitator of multiple partnership coalitions that focus on leveraging and aligning local resources for community health improvement. The work of the department is guided by the [10 Essential Public Health Services](#) that describe the essential functions of public health and the actions that public health departments provide to ensure safe, healthy, and vibrant communities.

Full position profile available online. \*\*\*\*NOTE - HYPERLINK\*\*\*\*

**\*\*All applications are subject to public disclosure.\*\***

### Typical Duties

The Health Director performs a variety of essential functions within the framework of Metro Public Health Department and serves as the Chief Administrative Officer of the Board of Health. A more detailed list of essential duties and responsibilities can be found online. \*\*\*\*NOTE - HYPERLINK\*\*\*\*

- Provides operational leadership for the department ensuring standards are met or exceeded.
- Provides strategic leadership to improve the effectiveness of public health programs and achieve department goals.
- 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.
- Educates local and state policy makers and community stakeholders on public health issues.
- Educates the public about current and emerging health issues using multiple methodologies effectively, professionally, and inclusively engaging with diverse populations.
- Acts as liaison for Health Department with other departments, agencies, committees, and individuals; promotes community partnerships to identify and solve health problems.
- Models informed and engaged public health advocacy.
- Conducts thorough analysis and assessment of services provided and emerging trends that affect the public's health.
- Ensures Metro Public Health Department compliance with relevant state public health practice guidelines, community standards of care, and Federal and State laws and regulations.
- Oversees financial planning and management for the department.

## Minimum Qualifications

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

### **No Substitutions**

*MPHD seeks to be a socially and culturally responsive organization that acknowledges and addresses historical and current inequities in our public health promotion and practice. Successful candidates will demonstrate the ability to work with multicultural communities.*

***Candidates with accreditations earned in a foreign institute are encouraged to apply.***

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

## Preferred Experience, Knowledge, Skills, and Abilities

- Management experience within a metropolitan public health department or similar organization.
- Demonstrated proficiency in human relations, problem solving, conflict resolution, negotiation, decision making, critical and analytical thinking skills.
- Demonstrated proficiency in the principles of mentoring, peer advising and coaching for public health workforce development.
- Demonstrated proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health services.
- Demonstrated diplomacy and sensitivity in communicating with elected officials.

*We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.*

Metro Nashville Government respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on business operations.

Requests for **ADA** accommodation for the recruitment process should be directed to Human Resources at **615-862-6640**.

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**Agency**

Metropolitan Government of Nashville & Davidson County

**Address**

Human Resources Department  
700 President Ronald Reagan Way, Suite 201  
Nashville, Tennessee, 37210

**Phone**

(615) 862-6640

**Website**

<http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx>

**Director of Public Health Supplemental Questionnaire**

**\*QUESTION 1**

**What is the highest level of education you have completed?**

- Bachelor's Degree
- Master's Degree
- Doctoral Degree
- Doctor of Medicine
- Doctor of Osteopathy

**\*QUESTION 2**

**List type of degree and major field of study.**

**\*QUESTION 3**

**How many years of experience do you have working in public health?**

- No experience
- 1-7 years
- 8 - 12 years
- 13 or more years

**\*QUESTION 4**

**How many years of management/administration experience do you have?**

- No experience
- 1 - 3 years
- 4 - 7 years
- 8 or more years

**\*QUESTION 5**

**How many years of management experience do you have working in a metropolitan health department or similar organization?**

- No experience
- 1 - 3 years
- 4 - 7 years
- 8 or more years

**\*QUESTION 6**

Please describe your experience in human relations, problem solving, conflict resolution, negotiation, decision making, critical and analytical thinking skills. If no experience, please enter "n/a."

**\*QUESTION 7**

Please describe your experience with mentoring, peer advising and/or coaching for public health workforce development. If no experience, please enter "n/a."

**\*QUESTION 8**

Please describe your experience assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health services. If no experience, please enter "n/a."

**\*QUESTION 9**

Please describe your experience communicating with elected officials. If no experience, please enter "n/a."

\* Required Question

## Public Health Director Action Items

### August 8

- Board approval of the job posting, marketing piece, and related working timeline.
- Request the Board members hold calendars for the identified interview day for finalists.
  - This day will be provided to all applicants at every step of the process to make sure they hold the day as well.
- Identify one Board member to serve on the Subject Matter Expert panel.
  - Panel will review application materials to confirm initial HR evaluation.
  - Panel will evaluate application materials and submitted answers to the supplemental questions that are sent as an initial first round interview to select candidates to advance to a virtual interview.
- Identify one Board member to serve on the interview panel.
  - Panel will conduct video interviews and select candidates to advance to an in-person interview with the Board.

### August 8 – September 2

All information requested below must be sent individually and directly to Lisa Mason, Metro HR Talent Acquisition Manager, at [lisa.mason@nashville.gov](mailto:lisa.mason@nashville.gov). This information must be submitted no later than September 2, 2024, and should not include any other staff or board members, just Lisa.

- Board members submit any recommendations for advertising this job posting and opportunity, specifically any local, state, national, or professional organizations whose members may be highly qualified candidates.
- Board members submit recommendations of any known candidates they suggest be directly recruited for this particular position.
- Board members submit any suggested interview questions you would like the candidates to answer throughout the process.
  - Supplemental questions (first-round, written interview) – questions that require more in-depth thought and longer, detailed answers.
  - Virtual interview questions – questions that are likely to prompt follow-up questions or are better answered verbally.

A national search is underway for a new

Metro Public Health Director

Metropolitan Government of Nashville & Davidson County



NASHVILLE, TENNESSEE

# Metro Nashville

Nashville is a thriving, vibrant city in an enormous growth period. It's the capital of Tennessee, the county seat of Davidson County, and the state's largest city. At nearly 700,000 residents and counting, Nashville is the 21st largest city in the United States. In recent years, Nashville has become a destination for large scale corporate expansion and relocation. Between the booming economy, vibrant cultural life, unique neighborhoods, and great people working to make the city even greater, Nashville is well-positioned to maintain its success as a first-class U.S. city and ascend even further.

Nashville is a place that understands its past and eagerly anticipates its future. Visitors come to learn about country music and civil rights history while enjoying great restaurants, museums, and of course, Honky Tonks. Residents enjoy the neighborhoods, abundant parks and green space, great schools, and an eclectic mix of small businesses. There is truly something for everyone in Nashville.

Nashville is a diverse and international city that includes a large and prominent African American community as well as significant Latino, Kurdish, Middle Eastern, African, and Latino communities. Students from more than 130 countries are educated in Metro Nashville Public Schools, and Nashville is the proud home to multiple historically Black colleges and universities including Tennessee State University, Fisk University, and Meharry Medical College.

As the state's capital, Nashville is home to the state government. It's also home to the Tennessee Titans, Nashville SC soccer team, and the Nashville Predators. Health care, tech, and higher education dominate the industry here with major employers including Vanderbilt University & Medical Center, HCA Health, Bridgestone North America, and Asurion. Oracle recently announced its plans to relocate its Global Headquarters to Nashville.

## Governing Structure

Metro Nashville has a "strong mayor" form of municipal government, in which the elected mayor is the city's chief executive and is independent of the council.

Both the Mayor and City Council Members are elected every four years during non-partisan elections. City operations are handled by executive departments that report to the Mayor, as well as elected officials and appointed boards, commissions & agencies. Coordination with the Mayor as well as Metro Council is ongoing and a regular part of managing department activities.

The seven-member Board of Health oversees administration of the Metro Public Health Department and is responsible for hiring a director of health and overseeing his or her direction of the department with respect to the physical and mental health of the people; investigation and control of communicable diseases; regulation of publicly and privately owned institutions for the purpose of sanitation and public health; enforcement of reasonable rules and regulations; collection, compilation, tabulation, analyzing and reporting of statistics and data concerning births, still births, deaths, and such vital statistics; and inspection of all charitable institutions, all jails, and all institutions of the metropolitan government where sick, mentally ill, destitute, or other persons are confined.



# Department of Public Health



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## The Position

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## Essential Functions

The 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 Services

- 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.

### Communication, Cultural Competency, and Community Engagement

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

### Informed and Engaged Public Health Advocacy

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

### Analysis and Assessment

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

### Strategic Leadership

- Responsible for strategic planning, using quality improvement (QI) and performance management (PM) processes and techniques to improve the effectiveness of public health programs.
- Develops, plans, and implements medical strategies aligned with the organization's goals.



- Promotes and facilitates the incorporation of Departmental core values and strategic initiatives into daily service delivery.
- Provides leadership to drive the development of policies that address local needs.
- Collaborates to determine future needs for department and changing public health needs; develops department policies, procedures, strategic plan, continuous quality improvement, goals and objectives and identifies available resources.
- Tracks, evaluates, and reports progress of MPHD to the strategic plan and performance standards.
- Makes well informed, actionable and data driven decisions.
- Approves MPHD's planning, training, and exercising activities to prepare for public health emergencies and may serve as the incident commander and or departmental representative to the Office of Emergency Management during public health emergencies.
- Coordinates public health activities with environmental and public health professionals.
- Uses leadership/supervision skills of motivating, coaching, mentoring, and identifying strengths and weaknesses to manage and direct various level of staff.

#### 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.



# Qualifications

- Master's Degree or higher (or equivalent) in Public Health, Public Administration, Government, Public Policy, Business Administration, Healthcare Administration, Nursing, or related healthcare or environmental field **or** Doctor of Medicine Osteopathy
- Eight (8) years of experience in public health
- Four (4) years of management and administration experience

NOTE: Per Metro Ordinance NO. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

## The Ideal Candidate

The ideal candidate will possess preferred experience, knowledge, skills, and abilities as follows:

- 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.
- 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.

# Compensation

Salary range for this position is \$\$\$\$\$- \$\$\$\$\$ annually, with placement within the range depending on qualifications and experience. Compensation will be augmented by an excellent [benefits package](#) which includes a [service pension plan](#).

Metro Nashville is fully committed to equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, disability, predisposing genetic characteristic, gender identity and expression, pregnancy, veteran, or military status, marital/familial/partnership/caregiver status, status as a victim of domestic violence, stalking and/or sex offenses, or any legally protected basis.

# To be Considered

Applicants must complete an online application at: <https://www.nashville.gov/departments/human-resources/employment-opportunities> by **DATE**. Resumes may be attached but will not be accepted in lieu of the online application.

Confidential inquiries regarding this career opportunity should be directed to:

Metro Nashville Government, Department of Human Resources  
Lisa Mason, Manager of Talent Acquisition and Training  
[lisa.mason@nashville.gov](mailto:lisa.mason@nashville.gov) or 615-862-6631

Nashville Metro is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

Requests for ADA accommodation for the recruitment process should be directed to Human Resources at (615)862-6640.



# Public Health Director - 2024 Search Timeline

