

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Director of Health and Hospitals

CLASS CODE: 5589

GENERAL DESCRIPTION OF DUTIES:

Incumbent in this classification report to the Mayor and regularly consult with the Board of Health and Hospitals, an advisory board of health professionals and community representatives, as he/she directs departmental operations to meet mandated public service objectives to protect the health of the citizens of St. Louis.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Medical Administrative Series - Hospital Administrative Group job family. As an excepted cabinet-level position, the incumbent reports to and serves at the pleasure of the Mayor. This position is responsible for the direction, management, and implementation of all public health services provided by the City of St. Louis, including statutory public services, health education, and related programs and activities.

Incumbents work under administrative direction and are responsible for setting broad policies, establishing comprehensive objectives and strategies for the department and its major subdivisions. This level of work considers all internal and external forces and developments on department strategies and goals, and continually reviews objectives and their implementation for effectiveness. They are free to plan, direct, and organize all phases of work necessary for its completion within broad program guidance. The incumbent is also responsible for the allocation of resources and personnel.

EXAMPLES OF WORK (Illustrative only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Provides executives leadership, vision, and direction in planning, developing, implementing, and evaluating programs and services in the Department of Health; establishes department direction, and ensures consistency in the department's programmatic vision.

Coordinates the strategic planning efforts of the Department of Health; collaborates with Advisory Board and Mayor's Office to develop the vision and direction for the Department.

Makes presentations and answers questions on issues affecting the Department; monitors legislation, and meets with Federal, State and local legislators and/or their staff to discuss proposed legislation and other issues related to the department, makes recommendations to the Mayor regarding support or opposition to proposed legislation; may meet with legislators and

other public officials to advocate for passage, modification, or defeat of the proposed legislation at the behest of the Mayor.

Acts as the Mayor's representative on the Regional Health Commission to evaluate and release recommendations to improve the region's community and public health programs.

Makes presentations and represents the Department to community groups, stakeholders in meetings to garner support for public health programs and increase awareness of public health issues; forges partnerships with other agencies and community organizations to undertake joint public health projects; consults with other representatives from other departments to determine most appropriate response to issues affecting a cross-section of city departments.

Acts as the city's representative to written and broadcast media concerning the city's role, and response to emergency health issues.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the 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.

Human Interaction:

Requires the ability to direct a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, calculator, projector, telephone and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as fiscal and grant reports, journals, contracts, disciplinary forms, ordinances and policies, and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, division; calculate decimals and percentages; utilize the principles of basic algebra, geometry and trigonometry; interpret descriptive statistics and utilize principles of statistical inference; may include the ability to perform differential calculus.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to disease and irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds, such as office supplies.

Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as making presentations.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.