



**Lake County
Public Health Supervisor**

BAND	GRADE	SUBGRADE	FLSA STATUS
C	5	1	Exempt

NATURE OF WORK

The second level of the Public Health Series is responsible for developing the assigned programs and services to meet goals and supervising health professionals or support staff providing services to the community. Responsibilities may include supervising staff; developing program and service plans and methods; ensuring quality of services and administrative tracking of information; and providing services and health care to the community.

Serves as Emergency Preparedness Coordinator.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Manages professional and support staff by prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations for assigned program personnel.	Daily 30%	C5
2.	Manages the activities of assigned program, which includes developing, planning, coordinating, administering, and evaluating program, projects, processes, procedures, systems, standards, and/or service offerings; monitors compliance with Federal, State, and local laws, regulations, codes, and/or standards.	Daily 30%	C5
3.	Prepares and administers budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; monitors grants.	Daily 20%	C4
4.	Leads emergency preparedness planning for public health threats. Participates in emergency preparedness exercises; develops and revises emergency preparedness plans.	Daily 20%	C4
5.	Performs other duties of a similar nature or level including regional and state systems transformation.	As Required	N/B

LEVEL OF DECISIONS

Incumbents apply significant working experience to ensure safe and efficient operations in assigned area. Decisions made at this level are predominantly operational in nature, dealing with the oversight of clearly defined procedures and work methods. Incumbents may adjust and modify work processes as necessary to ensure successful operations, but generally do not independently define the goals and objectives of the work area.

Assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for unreviewed actions and/or decision; evaluate progress and results and recommends major changes in procedures.



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DIRECTION RECEIVED

Work under general supervision, and is provided with general program goals and objectives and to develop and coordinate the assigned program. This level has increased individual responsibility to coordinate the processes and programs.

DIRECTION PROVIDED

Incumbents assign/delegate work assignments to lower level employees; troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; and verify the work of others.

TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Nursing or related field; 6 years healthcare or related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:
Valid driver's license

KNOWLEDGE REQUIREMENTS

- Supervisory principles and practices;
- Nursing principles, procedures, and techniques;
- Customer service principles;
- Disease prevention, and control programs
- Public health principles;
- Medical terminology;
- Crisis intervention strategies and techniques;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Recordkeeping principles;
- Safety principles;
- Emergency preparedness planning principles;
- Budgetary principles;
- Computers and related software applications.

SKILL REQUIREMENTS

- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Supervising provision of healthcare services;
- Preparing emergency plans;
- Interpreting and applying applicable standards, laws, rules, and regulations;
- Preparing and maintaining records and reports;
- Compiling and maintaining data and information;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.



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PHYSICAL REQUIREMENTS
<p>Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. Walking and standing are required only occasionally.</p>

CLASSIFICATION HISTORY	
DATE	COMMENT
July, 2017	Draft prepared by GBS (MO)
March, 2026	Remove Safety Officer duties

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.