



Warren C. Evans
County Executive

MEDICAL DIRECTOR - HEALTH

GENERAL SUMMARY:

The Medical Director provides medical expertise to local public health administration. This position must perform in accordance with professional training and practices in close collaboration with the Health Officer, who is the highest level administrator in the department. The Medical Director provides overall direction to professional, paraprofessional, and technical employees. The Medical Director interacts with the general public, the professional community, and public officials. This role leads and supports the services, contracts, funding and projects assigned, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Identifies public health problems and needs of the community
- Develops a mechanism to monitor community health status and assists in setting priorities in meeting those needs
- Provides medical public health specialty information in the formulation of public health policy and program development and assists in personnel matters including payroll preparation and position control
- Provides leadership in policy development and coordination of the provision of health care services on a community-wide basis
- Develops protocols and provides training in the procedure to be followed for epidemiologic investigations, outbreaks and trend analyses.
- Develops a training plan to ensure that local health department staff are appropriately trained and knowledgeable about conducting epidemiologic investigations, studies and or other events
- Provides overall direction for physicians, nurses, and other health professionals in local health department programs relative to mediate policies and procedures

- Provides medical oversight to Health Promotion Services, including, but not limited to, review of medically related procedures and activities and provision of staff in- services
- Provides reviews, changes and signs guidelines, protocols and medical standing orders for services provided by the Department (e.g. Sexually Transmitted Disease, Family Planning, Immunizations)
- Provides leadership and assistance in developing the role of public health in providing population-based services
- Performs other duties as assigned and/or as the program changes or develops

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Medicine
- Knowledge of Psychology
- Knowledge of Biology
- Knowledge of Chemistry
- Critical Thinking
- Active Listening
- Speaking
- Complex Problem Solving
- Ability to working with all groups
- Knowledge of Medical Terminology

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty

- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Three years of full-time Public Health Practice

Training: M.D. or D.O. Licensed in the State of Michigan
Board Certified in preventative or Public Health
Master of Public Health, Master of Science in Public Health, or
Master of Public Health in Epidemiology,

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources
County of Wayne, Michigan
Track 1 Draft
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