

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, COMMON COUNCIL CHAMBERS
9229 W. Loomis Road, Franklin, WI 53132
Monday, December 15, 2025 @ 6:00 p.m.**

AGENDA

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Approval of the Minutes from 10/20/2025
- IV. Election of Officers
- V. Approval of an updated Job Description and JAQ Rating (Health Department)
- VI. City Attorney Position Update
- VII. Future Agenda Items
 - Handbook wording for sick leave recommended changes discussed at 9/15/25 meeting
- VIII. Next Scheduled Meeting Date – January 19 or February 16
- IX. Adjournment

Item III

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL COMMON COUNCIL CHAMBERS
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., October 20, 2025**

MINUTES

- I. The October 20, 2025, Personnel Committee Meeting was called to order at 6:00 p.m. by Vice-Chair Eichmann in the Common Council Chambers at City Hall. Members present were Vice-Chair Eichmann, Alderman Hasan, Members Prusko, Richard, Ireland, Kenney, and Zuberi (arrived at 6:10 p.m.). Chair Budny was excused. Also, in attendance were Director of Administration Hersh and Human Resources Manager Zahn.
- II. Citizen comment period
There were no citizen comments.
- III. Welcome New Members – Danelle Kenney and Hamza Zuberi
Member Kenney was introduced. Member Zuberi did not arrive until 6:10 and missed the introduction. No Action Needed.
- IV. Approval of the Minutes from 9/15/2025
Motion by Alderman Hasan and seconded by Member Richard to approve the minutes from 9/15/2025 as submitted. Motion Carried: Ayes- All.
- V. 2026 Benefit Renewals – Approval of 2026 Employee Benefit-Related Coverages, Carriers, and Premium Shares, including: Health Insurance, Stop-Loss Insurance, Dental Insurance, Vision Insurance, Life Insurance, Long-Term Disability Insurance, Flexible Spending, Health Savings Accounts, Health Reimbursements, and Related Contracts

Motion by Alderman Hasan and seconded by Member Richard to recommend the employee benefit insurance renewals as requested. Motion Carried: Ayes – All.
- VI. Approval of an Accreditation Coordinator Job Description (Police Department)
Motion by Alderman Hasan and seconded by Member Richard to recommend approval of the job description for Accreditation Coordinator. Motion Carried: Ayes – All.
- VII. Staffing Report
Info provided. No action needed.
- VIII. Future Agenda Items
- IX. Next Meeting Date
The next regularly scheduled meeting is planned for either November 17 or December 15, 2025.
- X. Adjournment
Motion by Member Richard and seconded by Alderman Hasan to adjourn the Personnel Committee meeting at 6:24 p.m. Motion carried: Ayes-All.

Item V

CITY OF FRANKLIN Job Description

Job Title: Director of Health & Human Services

Department: Health

Reports To: Mayor

Appointing Authority: Mayor

Salary Level: Management/Administrative/Supervisory Range 11

FLSA Status: Exempt

Prepared By: Dana Zahn, Human Resources Coordinator

Prepared Date: May 4, 2018

Approved By: Common Council

Approved Date: May 15th, 2018

Summary:

Perform administrative and professional nursing work to fulfill the mission of the Franklin Health Department and to ensure an environment in which the public health personnel can conduct activities that provide quality public health services.

Essential Duties and Responsibilities:

Responsible for the design of a high quality and cost effective system that complements various health services available in the community to prevent disease and promote wellness of individuals, families, and groups.

Responsible for control of communicable diseases.

Enforce municipal code, state statutes, and rules and regulations of the Wisconsin Division of Health.

Manage departmental resources, prepare budgets, approve purchases, and maintain records of expenditures for accountability.

Locate, write, and manage County, State, and Federal health related grants.

Represent the Health Department as official spokesperson to community agencies, professionals, and the general public.

Prepare agenda for and regular participation in Board of Health meetings.

Construct community assessment database reflective of health needs in the City of Franklin.

Analyze community assessment data to identify the health needs of the City of Franklin in the context of federal and state public health priorities and local resources.

Establish short and long term goals to meet identified public health needs of the City of Franklin.

Develop programs to be implemented by Public Health personnel to meet established goals.

Develop and interpret department policies and procedures based on recognized standards of practice.

Orient new employees upon hire to the position and the organization's policies and procedures.

Promote professional growth of Health Department personnel by providing continuing educational opportunities.

Implement and maintain Quality Assurance program for evaluation, by measuring process and outcome of services offered.

Attend meetings as required by the Mayor and Common Council. This may include meetings outside of normal business hours.

Peripheral Duties:

Act as a public health nurse, clinic nurse, and secretary as needed.

Participate in committees when necessary.

Membership in professional organizations.

Assemble materials and equipment in preparation for clinic sessions and maintains adequate supplies.

Minimum Qualifications:

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in nursing, public health, environmental health, physical or biological sciences, or a related field.. Three (3) years of progressively responsible full time employment with a public health agency, including responsibility for communicable disease prevention and control.

Necessary Knowledge, Skills, and Abilities:

Knowledge and skills required for the position of Public Health Nurse.

Knowledge of principles, practices, and methods of public health nursing, department supervision, and administration.

Knowledge of health and safety codes, and rules and regulations of City, County, and State.

Knowledge of information regarding detection, evaluation and planning to meet public health needs.

Ability to establish and maintain effective professional relationships with community leaders, professionals, staff, citizens, and others.

Knowledge of the social, political, and economic influences affecting health care delivery systems.

Knowledge of educational trends as they relate to the health care field.

Ability to effectively communicate, both verbally and in writing.

Ability to utilize initiative, responsibility, and integrity.

Ability to recruit, train, and utilize volunteers.

Ability to make independent judgments which have highly significant impacts on the organization.

Supervision Received:

Works under broad general guidance and direction of the Mayor.

Supervision Exercised:

Exercises supervision over Health Department personnel.

Responsibility for Public Contact:

Frequent contact requiring courtesy, discretion, and sound judgment.

Licensing and Certification:

Licensed by State of Wisconsin as a registered professional nurse or sanitarian, if applicable.

Valid driver's license.

Tools and Equipment Used:

Copy machine; telephone; blood pressure cuff; stethoscope; scale; audiometer; visual charts; syringes; thermometer; computer terminal; personal computer including word processing software; automobile; and fax machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, outdoor settings, private residences, and commercial buildings. Work can be performed in emergency and stressful situations. Individual is exposed to hazards associated with rendering emergency medical assistance,

including blood-borne pathogens in body fluids. The noise level in the work environment is quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE JOB ANALYSIS QUESTIONNAIRE (JAQ)

City of Franklin, Wisconsin

IDENTIFICATION INFORMATION

NAME: Lauren Gottlieb	DATE: 8/4/2025
YEARS OF EXPERIENCE WITH EMPLOYER: 8.5	JOB TITLE: Director of Health and Human Services
YEARS OF EXPERIENCE ON THIS JOB: 3.5	YOUR JOB IS: FULL TIME <input checked="" type="checkbox"/> PART TIME <input type="checkbox"/>
YOUR YEARS OF EXPERIENCE IN THIS FIELD: 10	YOUR EDUCATION: <input type="checkbox"/> High Sch. <input type="checkbox"/> Assoc. Deg. <input type="checkbox"/> Bach. Deg. <input checked="" type="checkbox"/> Mas. Deg.
NAME OF IMMEDIATE SUPERVISOR: John R Nelson	HIS/HER TITLE: Mayor

INSTRUCTIONS

The purpose of this questionnaire is to obtain additional information about your job that may not be included in your current job description. Please answer each question thoughtfully and frankly. After you have finished your portion of the questionnaire, give it to your supervisor, who will complete his/her section.

Job Description: Please review your job description. Are there any major changes (additions and/or deletions) that need to be made? ☒ Yes ☐ No If yes, please explain:

If you do not have a job description, please respond to the following questions regarding the primary function and job tasks associated with your position:

Summarize the major purpose or primary function of your job in three or four sentences.

Job Tasks: Please list your job duties. Try to place your duties in their order of importance, and group "like" tasks together (e.g. "clerical duties including word processing, opening mail, filing, etc." or e.g. "front desk responsibilities including greeting visitors, answering telephones and routing calls, etc.").

Job Duty

- 1.
- 2.
- 3.
- 4.

- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Feel free to add more numbers/duties if necessary.

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1. **Education and Training:** In your opinion, what kind of education and training is necessary to perform your job?

- ☐ Level of knowledge that is below what is normally attained through high school graduation.
- ☐ High school diploma (GED) or equivalent.
- ☐ High school, plus elementary technical training, acquired through one year or less of technical or business school.
- ☐ Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school.
- ☐ Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school, plus two or more certifications in incumbent's field.
- ☐ Completion of four-year college degree program.
- ☐ Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.
- ☒ Completion of graduate coursework equal to a Master's Degree or higher.

If a specific certificate or license is mandated by an outside agency to perform your duties, name the certificate or license:

What special skills, knowledge, and abilities are required to perform your job? Please list: On attached job description

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2. **Years of Experience:** How much previous work experience do you feel is necessary to perform your job?

- ☐ LESS THAN 1 YEAR ☐ 1 TO 3 YEARS ☒ 4 TO 6 YEARS ☐ 7 TO 10 YEARS ☐ MORE THAN 10 YEARS

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3. **Independent Judgment and Decision Making:** How much discretion do you have in making decisions with or without the input or direction of your supervisor?

- ☐ Little discretion or independent judgment exercised.
- ☐ Some discretion or judgment exercised, but supervisor is normally available.
- ☐ Job often requires making decisions in absence of specific policies and/or guidance from supervisor, but some direct guidance is received from supervisor.
- ☐ High level of discretion with decisions restricted only by broad Organization-wide policies and little direct guidance from superiors.
- ☒ Very high level of discretion with decisions only restricted by the broadest policies of the Organization.

If you make an erroneous decision, what impact would this decision have on your work unit, department, and/or the Organization?

- ☐ Minor: Some inconvenience and delays but little cost in terms of time, money, or public/employee good will.
 - ☐ Moderate: Significant costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.
 - ☐ Serious: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected.
 - ☒ Very Serious: Critical goals and objectives would be adversely and very seriously affected.
-

4. **Responsibility for Policy Development:** Does your job require you to participate in the development of policies for your unit/division/department/the Organization?

- ☐ Position involves only the execution of policies or use of existing procedures.
- ☐ Position involves some participation in the development of policies and procedures for the department only.
- ☐ Position involves some development of policies/procedures, as well as the interpretation and execution of broader policies in the department.
- ☐ Position involves the primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.
- ☐ Position involves significant responsibility for major input/development of departmental policies and procedures, plus occasional participation in the development of policies which affect other departments in the organization.
- ☒ Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.

Give some examples of the types of policies you've written or been a part of creating: Immunization program, animal bites/ rabies control, child passenger safety, communicable disease, lead, maternal child health, marcan distribution, compliance checks, workforce development

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5. **Planning:** How much latitude do you have to set your own daily work schedule and priorities for a given workday?

- ☐ Position requires that my daily work load and activities are assigned to me by my supervisor.
- ☐ Position requires that I plan my own daily work load and work independently according to established procedures or standards.
- ☐ Position requires that I plan my own daily work load and those of others in the department (first-level supervision).

- ☐ Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level supervision).
- ☒ Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level supervision).

How much planning do you do for others in the department?

Scheduling: ☒ Yes ☐ No Assigning of Duties/Jobs: ☒ Yes ☐ No

6. **Contacts with Others:** In the course of performing your job, what contacts with people in your department, other departments within the organization, and/or people from outside the organization are you required to make?

- ☐ Position involves interaction with fellow workers on routine matters with relatively little public contact.
- ☐ Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.
- ☐ Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.
- ☐ Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to gain concurrence or to resolve the problem.
- ☐ Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.
- ☐ Position involves frequent internal and external contacts in which I act as the spokesperson for the department and may be authorized to make commitments on behalf of the department.
- ☒ Position involves frequent internal and external contacts where I represent the organization and am authorized to make commitments in matters of critical interest to the Organization.

With which internal individuals or groups do you have the most contact? Municipal departments including Police and Fire Chief, Department Heads

With which external individuals or groups do you have the most contact? School district administration, Nursing team, Medical Advisory and Safety Committees. Hospital and Healthcare Organizations. Community organizations: business park consortium, civic clubs, Southeast Region Wisconsin Association of Local Health Departments and Boards (WALHDAB), Milwaukee Healthcare Partnership, Urgent Sheltering Task Force, Healthcare Emergency Readiness Coalition, Wisconsin Department of Health Services, Public Health Caucus

7. **Supervision Given:** Do you supervise or assign work to other employees? ☐ Yes ☐ No

If yes:

- ☐ Position is responsible for assigning work to an employee or employees, without acting in a supervisory role.
- ☐ Position is responsible for the supervision of one full time or several part time employees.
- ☐ Position is responsible for the supervision of two to five full time (or full time equivalent) employees.
- ☒ Position is responsible for the supervision of six to 15 full time (or full time equivalent) employees.
- ☐ Position is responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.

- ☐ Position is responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.
- ☐ Position is responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.

8. **Physical Demands:** Please describe any physical demands required to perform your job.

Demand	No	Yes	How often? (rarely, occasionally or daily)
Lifting up to 20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Lifting 20-50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rarely
Lifting 50+ pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rarely
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Daily
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Prolonged Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Prolonged Visual Concentration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Unpleasant or Hazardous Conditions: Please describe any unpleasant or hazardous conditions you are exposed to in performing your job and how often you are exposed to those conditions. Include only those conditions which are directly related to your work rather than specific work area conditions.

Condition	No	Yes	How Often? (rarely, occasionally or daily)
Lighting-dimness or brightness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rarely
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wetness/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Toxic Agents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Electrical Currents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heavy Machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Violence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disease	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Individual is exposed to

hazards associated with rendering emergency medical assistance, including blood-borne pathogens and body fluids. Probable exposure to environmental elements such as insects, other disease vectors, toxins, hazardous materials, chemicals, animals, noise, unpleasant odors, and/or unsanitary conditions.

9. **Use of Technology:** Please check the level of technology needed for you to perform your job:

- ☐ Position has no responsibility for, or use of, technology.

- ☐ Position has some basic use of computers for word processing/data entry and some use of the telephone, copier, etc.
- ☐ Position has daily use of computers for word processing/data entry and use of the telephone, fax machine, copier, etc.
- ☒ Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports.
- ☐ Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization (applications super user). Or, may use/repair/troubleshoot specialized software such as GIS, SCADA or various pieces of equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical equipment.
- ☐ Position is responsible for advanced computer programming, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).
- ☐ Position is responsible for system security, as well as the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).

10. **Comments/Additional Information:** Feel free to add additional information below. If using a printed copy of this form, use the back of the form to add your comments. This position description has been updated to clearly identify the key roles and responsibilities of the Director of Health and Human Services. Key responsibilities are highlighted for a job description which more accurately reflects critical components of current day responsibilities.

One additional comment in regards to "Use of Technology": While routine consultation and technology support for everyday computer programming isn't a task of this position, the individual within this role is expected to use complex computer systems to maintain compliance with local, state, and federal standards. RedCap, GAC, GEARS, WEDSS, WEAVR, HHLPS, MyWIID, WISHIN, PCA Portal, HealthSpace, Grants.gov, Software Epxressions, and WIR use are all required for this role. Use is regular ranging from daily to weekly.

Additionally, there is an immense amount of financial responsibilty built into this role not captured in this questionnaire. Sound judgement, decision making, and grant and program management are required daily on the varied grants and City resources managed by the Director of Health and Human Services.

Lastly, the autonomy for sound decision making is at an extremely high level navigating Human Health Hazards, Public Health Nusainces, Rabies Control, Department of Agriculture, Trade, and Comsumer Protesction, Communicable Disease, Franklin Immunization Program, personnel and volunteers. The Local Health Officer operates with Local Authority within the State of Wisconsin and sound decision making is critical.

Type your name and the date below, then save this form as a Word document with your last name and job title in the file name and email it to your supervisor with a copy to Dana Zahn at dzahn@franklinwi.gov. If using a printed copy of this form, sign and date it and then deliver to your supervisor.

EMPLOYEE'S SIGNATURE OR TYPED NAME

DATE

City of Franklin Job Description

Director of Health and Human Services

Summary: This full time position administers a Level III Health Department, carrying out the role of Chief Health Strategist. This director level position is responsible for the overall day-to-day operations of the Franklin Health Department. This position is responsible to ensure a strong organizational culture, develop and implement sound public policy, oversee the delivery of programs and services in alignment with the department's mission, direct financial planning and management, and establish performance management systems. The Director of Health and Human Services must meet qualifications and carry out responsibilities per Wisconsin State Statutes 250, 251, and 252, as well as per the Wisconsin Administrative Code 140, Rules, City Ordinances, and local policy.

Essential Duties and Responsibilities:

- Manages, supervises, and evaluates public health staff of diverse roles, programs, and activities while coordinating functions of the department.
- Assesses, develops, and implements department wide strategies to ensure the department is mission focused, value driven, team oriented, and responsive to customer needs.
- Oversees the enforcement of public health regulations, Wisconsin statutes, and administrative codes.
- Oversees the development of public health emergency plans and ensures 24/7 public health response coverage.
- Serves as Incident Commander/ leader in the event of a public health emergency. Connects the department to local emergency operations.
- Functions within the Emergency Management discipline including NIMS, ICS, and EOC operations. This position is an integral member of the City emergency response effort.
- Enforces Municipal code, State statutes, and rules and regulations of the Wisconsin Department of Health Services.
- Oversees the Department of Trade, Agriculture, and Consumer Protection Agent Program.
- Responsible for surveillance and control of communicable disease.
- Manages department resources, prepares budgets, approves purchases, and maintains records of expenditures for accountability.
- Assures that the delivery of public health services is evidence- based or aligns with best practice.
- Recommends policy, systems, and environmental (PSE) change to improve population health. Uses systems thinking to inform policy, environment and systems-level change. Creates and updates Health Department Policies and Procedures.
- Ensures the implementation of policies, programs, and services is consistent with laws and regulations.
- Prepares agenda and facilitates Board of Health Meetings.
- Provides leadership for the development of a community health assessment and the development and implementation of a community health improvement plan.
- Submits necessary reports in compliance with medical, administrative, city, state, and federal requirements.

- Responsible for maintaining and scheduling an appropriately trained and skilled workforce consistent with the workload and needs of the city. Evaluates work performance of subordinates; prepares performance evaluations and formulates plans for improvement.
- Participates in the city's emergency management planning and in other related preparedness activities.
- Consults with other health agencies, organizations, communities, and departments to determine public health needs and to develop and coordinate services.
- Establishes linkages and partnerships with key stakeholders.
- Integrates the role of governmental and non-governmental organizations in the delivery of public health services.
- Engages community and governmental agencies to address community health needs.
- Determines priorities for the department's annual budget, oversees the development of grant budgets.
- Advocates for public health policies, programs, and resources.
- Fosters a work environment where continuous quality improvements in service and professional practice are pursued.
- Maintains a safe work environment for employees; follows established standards and procedures for safe work practices.
- Attends meetings as required by the Mayor and Common Council. This may include meetings outside of normal business hours.

Peripheral Duties (Minor Duties/ Responsibilities)

- Participates in committees.
- Maintains membership in professional organizations.
- Prepares agenda items for the Common Council, Personnel Committee, and the Board of Health.
- Conducts department staff meetings, implements staff orientation, facilitates evaluations for staff.
- Coordinates professional opportunities with and for department and staff.
- Performs other work as required.

Minimum Qualifications:

Education and Experience: Master's Degree in public health, public administration, health administration or related field from an accredited college or university and at least three years of experience in a full-time public health administrative position, or combination for experience and training as set forth under the Department of Health Administrative Code for Public Health Officials.

Necessary Knowledge, Skills, and Abilities:

- The ability to make decisions, supervise, and to effectively prioritize work. The ability to establish and maintain effective professional relationships with community leaders, professionals, staff, citizens, and others.
- Knowledge of health and safety codes, and rules and regulations of City, County, and State.
- Knowledge of requirements of a Level III Local Health Department.
- Knowledge of strategic planning, program planning, and evaluation methods.

- Attracts and develops talent, ensuring a positive working environment.
- Knowledge of community input, engagement, and outreach methods.
- Demonstrates agile thinking while understanding the dynamics of the organization and public perception and influences.
- Mobilize collaborative partnerships to achieve common goals.
- Effective interpersonal communications, verbal and written, with a diverse range of people. Ability to establish and maintain effective communications with employees and citizens while handling conflicting situations in a manner that creates opportunities and retains respects.
- Aptitude for diverse decision making and supervision of public health nursing program, environmental health program, and public health strategic practices.
- Execute high-quality decisions in the absence of complete information that doesn't compromise the long-term vision of the department.
- Lead team and department through adverse and challenging situations.
- Ability to effectively handle a variety of difficult situations and problems. Ability to follow standard safety practices and procedures. Ability to make independent judgements which have highly significant impact on the organization.
- Ability to recruit, train, and utilize volunteers.
- Ability to perform required mathematical computations.
- Ability to read, analyze, and interpret legal documents, common scientific and technical documents.
- Proficient use of a computer in a Windows environment: Microsoft Word, Power Point, Excel
- Working knowledge of computer-based programs and reporting of statistical information. Skillful in performing a variety of administrative functions including annual budget preparation, maintaining records, statistical data, and preparing clear, comprehensive documents and reports.
- Ability to prepare, implement, and evaluate grants.
- Ability to work independently.
- Current CPR/AED certification or will be attained within four months of employment.
- Effective use of tact and diplomacy are prerequisites for this position.

Supervision Received:

- Works under broad general guidance and direction of the Mayor

Supervision Exercised:

- Exercises supervision over Health Department personnel
- Supervision or delegation of supervision of Health Department volunteers

Responsibility for Public Contact

- Frequent contact requiring courtesy, discretion, and sound judgement

Licensing and Certification

- Certified Health Education Specialist strongly recommended
- Valid Drivers License

Tools and Equipment Used:

- Medical Data Bases, Case Management Software, Computer, statistical analysis software, automobile, fax machine

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a general office setting, with field visits and out-of-office meetings, in community settings, including client's homes. Work can be performed in emergency and stressful situations. Individual is exposed to hazards associated with rendering emergency medical assistance, including blood-borne pathogens and body fluids. Probable exposure to environmental elements such as insects, other disease vectors, toxins, hazardous materials, chemicals, animals, noise, unpleasant odors, and/or unsanitary conditions.
- The noise level in the work environment is moderate.
- Ability to function with multiple and simultaneous demands and handle stressful situations.
- Some hazardous work conditions may exist due to the nature of the duties; involves emergency on call status (24/7) for public health and other city emergencies. Attends meetings during evening hours and occasionally on weekends.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.