



**CASPER-NATRONA  
COUNTY HEALTH DEPARTMENT**

475 S. Spruce St  
Casper, WY 82601  
Phone: 307-235-9340  
Fax: 307-237-2036  
[www.casperpublichealth.org](http://www.casperpublichealth.org)

**Job Announcement:**

Job Title: Executive Director  
Opening Date: November 2, 2018  
Closing Date: Open until filled  
Salary: \$6,666.67 - \$8,816.67 monthly, commensurate on experience  
Job Type: Full-time, Exempt  
Location: Casper, Wyoming

**10 Essential Public Health Functions:**

- Monitor health status to identify community health problems.
- Diagnose and investigate health problems and health hazards in the community.
- Inform, educate, and empower people about health issues.
- Mobilize community partnerships to identify and solve health problems.
- Develop policies and plans that support individual and community health efforts.
- Enforce laws and regulations that protect health and ensure safety.
- Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
- Assure a competent public health and personal health care workforce.
- Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
- Research for new insights and innovative solutions to health problems

**Position Status:**

- CNCHD considers all employees at-will employees. The CNCHD reserves the right to terminate the employment relationship at any time.
- CNCHD considers this position exempt management and requires availability as needed during community emergencies.
- CNCHD considers this position salaried and benefited as defined in the department's personnel handbook.

**Position Description:**

As the Executive Director of the Casper-Natrona County Health Department, the Executive Director leads the Health Department in carrying out its mission to promote and protect the health of all Natrona County residents. The Executive Director plans and establishes Health Department programs and services, reviews all agency activities, works cooperatively with Staff from various local and State agencies, ensures compliance with public health statutes and regulations, and performs complex professional and administrative work. This position works with established policies and procedures with supervisory oversight from the Natrona County Board of Health. The Executive Director interacts with a variety of individuals in a number of settings which influences the public's perceptions of the quality of the services provided by the Casper-Natrona County Health Department. The Executive Director is responsible for planning, designing, prioritizing and scheduling his/her own work and the work of others. The Executive Director manages the operations of the Health Department.

**Essential Functions:**

- Provides administrative support to the Natrona County Board of Health, so that they can effectively fulfill their responsibilities.
- Assists the Board with developing a strategic plan that includes a prioritization of public health program offerings, measureable program outcomes, and Health Department capacity building strategies.
- Collects data and information about the health needs of all segments of the County.
- Proposes solutions for adaptations of current services or proposes new programs to meet identified and anticipated health needs.
- Informs the Board about financial status, service delivery, program developments and circumstances/factors that may influence the welfare of the Health Department.
- Monitors all contracts, subcontracts, awards, sub-awards, and other legal arrangements.
- Plans programs and services of the Health Department and directs all Department activities.
- Oversees budget and financial management and maintains financial reporting systems that provide an accurate depiction of the financial status of the Health Department.
- Ensures accountability and compliance with grants and contracts.
- When possible, collaborates and coordinates with agencies and groups providing health-related services.
- Regularly communicates information regarding public health and the mission of the Health Department to the public through publications, meetings and the media.
- Ensures compliance with statutes and regulations pertaining to public health.
- Represents public health needs to State agencies/organizations, State legislators and National decision-makers.
- Informs the Board regarding Health Department issues, needs and operations.
- Prepares and distributes a written monthly activity report to the Board.

**Business and Finance:**

- Develops an annual balanced budget and presents it to the Natrona County Board of Health.
- Develops fee schedules, billing and collection practices within Board policy.
- Maintains a clear and transparent audit trail.
- Seeks and secures funding from diversified sources including but not limited to Federal and State grants, local government appropriations and private sector partnerships.
- Ensures proper administration and coordination of grant funded programs and activities.
- Ensures grant reports are accurate and completed and submitted according to funder requirements.

**Managerial, Professional, and Leadership Skills:**

- Provides ethical, administrative oversight of the Health Department.
- Establishes the Department's administrative policies and procedures.
- Develops and implements Board approved succession plans and cross-training opportunities for all employees.
- Actively engages Staff in problem solving, planning and policy development in order to create an environment of mutual respect and trust.
- Pursues ongoing professional development for self and encourages and provides the same for Staff.
- Attends and participates in local, State and National conferences and meetings and gives presentations when appropriate.
- Understand the guidelines established by Employee Handbook and is responsible for all aspects of employee supervision to include hiring, development, evaluation, disciplinary actions and termination.

**Public Relationships:**

- Represents the Health Department in a professional and positive manner.
- Establishes relationships and strong lines of communication with the Administrators/Directors of other local and State level health-related agencies and groups and governmental entities as well as with individual community members who are interested in Health Department programs and services.
- Identifies and seeks out opportunities to collaborate and cooperate with representatives from the State and Federal government regarding public health initiatives.
- Solicits input from various groups and organizations regarding health concerns of the community and directs attention to identified problems as resources allow.
- Develops and implements a comprehensive public relations and marketing plan that includes the use of the media, website, promotional materials, etc. in order to inform the community about Health Department services and public health issues.

**Access to Protected Health Information:**

The Executive Director shall ensure enforcement of HIPAA laws, rules and standards and shall have access to the minimum necessary electronic and paper files containing client protected health information necessary for carrying out position responsibilities.

**Behavioral Standard:**

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management, and governing entity.

**Minimum Position Requirements:**

- Bachelor's degree in public health, nursing, health administration, health promotion, healthy policy, health education – degrees in other fields may be considered with evidence of sufficient coursework or work experience in public health areas.
- Five (05) years public health related experience.
- Three (03) years of supervisory experience.
- A thorough knowledge of the principles, practices and objectives of public health theory and public health administration and their application.
- A thorough understanding and practice of ethical and legal issues associated with public health administration.
- A thorough knowledge of community health problems and community resources that can be used to assist in solving those problems.
- A demonstrated knowledge of information technology and data management.

- A working knowledge of insurance, Medicare and Medicaid regulations and third party reimbursement.
- A working knowledge of the principles and practices of financial and managerial accounting.
- A working knowledge of computer software applications including word processing, spreadsheets, databases, medical records, etc.
- Must have a valid Class C Driver's License

**Preferred Requirements:**

- Masters degree in public health, nursing, health administration, health promotion, healthy policy, health education – degrees in other fields may be considered with evidence of sufficient coursework or work experience in public health areas.

**Knowledge, Skills, and Abilities**

- Ability to maintain relationships based on trust, support, and growth with team colleagues, administrative staff, and community partners.
- Ability to evaluate the relevance and importance of theories, concepts, and principles and developing different approaches or plans to fit specific circumstances.
- Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines.
- Ability to communicate with other employees and the general public
- Ability to handle difficult clients.
- Maintain and foster a positive and open work environment is an expectation at all times.
- Proficient computer skills.
- Ability to perform a variety of clerical work, including filing and bookkeeping tasks.
- Ability to work on own initiative with minimum of supervision.
- Ability to follow written and oral instructions.
- Ability to apply administrative practices and procedures.
- Possess problem solving and planning skills.
- Ability to adapt to change, take initiative, and be creative.
- Ability to read and interpret documents
- Ability to write routine reports and correspondence
- Ability to develop marketing/media materials
- Ability to interact respectfully with diverse cultural and socio-economic populations.
- Strong computer skills with proficiencies in Outlook, Word, PowerPoint, Excel, internet-based applications and the Microsoft operating system.
- Ability to travel with use of department vehicle.
- Ability to work some weekend and evening hours.

**Essential Mental Functions:**

Ability to read and comprehend written material of a highly technical nature. Ability to organize and effectively retrieve data. Ability to compose and proofread business correspondence in order to provide written communications that are grammatically correct and properly punctuated. Excellent verbal, written, analytical and interpersonal skills in order to communicate with the public and Staff in a highly professional and competent manner. Ability to apply basic mathematical concepts. Ability to understand and retain detailed information pertaining to State and Federal laws. Ability to perform data entry and statistical analysis. Ability to prepare highly technical and complex worksheets and reports on spreadsheets. Able to analyze issues and think logically when presented with unexpected questions or circumstances.

**Essential Physical Functions:**

Exerting up to 20 pounds of force occasionally, and / or up to 10 pounds of force frequently. Required walking or standing to a significant degree to requires sitting most of the time but entails pushing and /or pulling of arm or leg controls. Ability to communicate ideas by means of the spoken word.

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties. The mental and physical demands described are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made as necessary to enable individuals with disabilities to perform the essential functions.

**ADA Essential Requirements:**

Vision adequate for daily work, corrected vision of 20/40- on the Sneller scale.

Hearing adequate for daily work corrected hearing of 30 decibels on the 1000, 2000 frequency scale.

Must have the ability to lift twenty pounds from floor to waist level.

Reasonable accommodations will be addressed, based on the Position Description.

**Responsibility/Accountability:**

This position reports to the Natrona County Board of Health

**Potential Hazards Includes:**

Potential exposures to communicable disease from direct/or indirect personal contact.

Use of vehicles/or equipment.

Variety of environmental conditions at work sites.

Injury due to awkward positions, and prolonged computer work.

Exposure to chemical agents, to include reagents, sanitizers and other chemicals that may be associated with routine and incidental assignments.

**Performs Other Duties as Assigned:**

This position requires availability as needed during community emergencies

**How to Apply:**

Interested applicants must submit a letter of intent and resume or curriculum vitae to the Casper-Natrona County Health Department. You may submit your letter of intent and resume/CV electronically or mail a hard copy to the following address:

Michael Cometto, CPA

Chairman, Natrona County Board of Health

Casper-Natrona County Health Department

475 South Spruce Street

Casper, Wyoming 82601

Phone: (307) 577-9722

Email: [mcomet@live.com](mailto:mcomet@live.com)

Website: [www.casperpublichealth.org](http://www.casperpublichealth.org)