

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1097

TITLE: DEPUTY DIRECTOR FOR MEDICAL SERVICES

GRADE: S-38

DEFINITION:

Under policy and administrative direction, assists the Director of Health in providing medical guidance for agency emergency preparedness and communicable disease programs; supervises the work of agency physicians and pharmacy personnel, and delivers medical care including physical diagnosis, treatment, care and follow-up of clinic patients; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Director for Medical Services class is distinguished from the Director of Health in that the Deputy Director oversees the routine operations of the Bioterrorism/Epidemiology Unit, through which emergency preparedness/response and communicable disease control activities are coordinated within the agency, whereas the Director of Health plans and directs a County-wide public health program, has oversight for the entire department and directs the agency response to public health emergencies. The Deputy Director for Medical Services has medical programmatic oversight of all programs that require consultation on medical elements.

The Deputy Director for Medical Services class is distinguished from the Deputy Director for Health Services in that the Deputy Director for Medical Services oversees the routine operations of the Bioterrorism/Epidemiology Unit, through which emergency preparedness/response and communicable disease control activities are coordinated within the agency, whereas the Deputy Director for Health Services oversees programmatic development, implementation and planning for Patient Care Services, Environmental Health and the Laboratory.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Assists the Director of Health in the planning, supervision and coordination of medical services in the health district (Dental Health, Medical Health, Maternal-Child Health, Environmental Health, Senior Services and Epidemiology);

Provides medical direction for the routine operations of the Bioterrorism/Epidemiology Unit and other public health programs;

Serves as medical consultant to the School Health Program including participation on the Medical Fragile Committee and the School Medical Advisory Committee;

Participates as the agency's alternate representative to key bioterrorism preparedness planning groups in the National Capital Region (NCR), COG Health Officers and the Inova Health Systems Disaster Preparedness Task Force;

Assists the Director of Health in providing training to Health Department staff, other county agency staff as well as community physicians and volunteers on bioterrorism and emergency preparedness;

Interviews and selects all physicians and nurse practitioners on the staff in conjunction with the Director of Health, and participates in the selection of other personnel as required;

Directly supervises and evaluates all physicians and pharmacy personnel on the staff;

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Provides leadership and training for agency physician staff;

Provides consultation to local healthcare providers regarding communicable diseases, bioterrorism threat agents and other public health matters;

Provides medical care including diagnosis and treatment within agency policy and guidelines to patients seen at Health Department clinics;

Maintains contact and coordinates Health Department service delivery with Fairfax Hospital Obstetrics Department staff, Department of Family Services, Genetics and IVF Institute staff, community physicians and community hospitals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Thorough knowledge of the principles and practices of public health administration and health education;

Thorough knowledge of medicine, particularly diagnosis and treatment;

Thorough knowledge of the prevention and control of communicable diseases and epidemiology;

Knowledge of federal, state and county laws, regulations and ordinances affecting public health and the environment and the ability to interpret and apply them correctly;

Knowledge of best practices for human service agencies from a federal, state and local perspective;

Ability to supervise practitioners within medical services;

Ability to solve problems and resolve conflicts;

Ability to analyze data and performance measures and draw sound conclusions;

Ability to develop and implement departmental goals/objectives and agency strategic plan department-wide;

Ability to coordinate and implement organizational, personnel and program changes;

Ability to effectively manage, train and motivate employees;

Ability to plan, direct and coordinate the work of a large staff;

Ability to provide effective leadership;

Ability to communicate clearly and concisely, orally and in writing;

Ability to develop and maintain effective working relationships with subordinates, co-workers, county officials, public and private sector organizations, community groups and the public.

EMPLOYMENT STANDARDS:

Graduation from an accredited medical school, preferably with a Master's Degree in public health or a related field; **PLUS**

Five years increasingly responsible experience in a public health/community health setting involving policy development, service delivery and working with governing boards/advisory boards.

CERTIFICATES AND LICENSES REQUIRED:

Physician licensed to practice medicine in the Commonwealth of Virginia with public health experience.

NECESSARY SPECIAL REQUIREMENTS:

The incumbent must successfully complete a criminal history record check prior to appointment.

Contingent upon area of assignment, some positions within this class will require a National Provider Identifier.

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RETITLED:

November 19, 2009

REVISED:

January 2, 2006

ESTABLISHED NEW CLASS #

JULY 2006

ESTABLISHED:

February 24, 2005