



NEBRASKA STATE GOVERNMENT
invites applications for the position of:

**Public Health Director of
Operations**

SALARY:	See Position Description
OPENING DATE:	08/25/20
CLOSING DATE:	Continuous
JOB TYPE:	PERM FULL TIME
LOCATION:	Lincoln
DEPARTMENT:	Health & Human Services Department
DESCRIPTION:	

The Department of Health and Human Services (DHHS), a state agency with an annual budget of over \$3.5 billion and a 5000 employees, is searching for a self-motivated, results-driven candidate to serve as the Division of Public Health Director of Operations. Working in partnership with the Chief Medical Officer/Director of Public Health (CMO), the CEO, and the Gov office, the Public Health Director of Operations will oversee and strategically lead the day-to-day operations and agency with a high level of integrity. In addition to directing the operational activities of the Division to ensure continuity of critical health services, this position contributes to the development and achievement of the organization's strategic goals through allocation of resources and ensuring long term sustainability of agency programs. Strong communication skills as well as financial management skills and an accomplished strategic background are a must. In all areas of responsibility the successful candidate will show a dedication to our mission of "Helping People Live Better Lives."

Hiring rate of position: Commensurate with background, education, and experience

Location and address of position: 301 Centennial Mall South, Lincoln, NE 68509

Work schedule: M-F 8-5 and available as necessary outside those hours

EXAMPLES OF WORK:

- Strategically plan, develop, implement, direct and evaluate the Division of Public Health's operational functions and performance working in conjunction with the CEO and the Governor's office.
- Provide support for collaboration across all public health programs as a means to improving effectiveness of the Division's programs.
- Work closely with Boards and Commission to streamline operations and regulations in order to streamline regulatory requirements.
- Oversee the development and achievement of both short term and long term strategic, operational, and financial the Division, as well as the development of annual business plans and fiscal budgets to ensure public health programs are adequately supported. Manage program deputy directors and administrators on any decision making that impacts these goals.
- Build a culture of excellence that creates organizational capacity and a structure that empowers, focuses and engages employees.
- Regular communication with the DHHS Chief Executive Officer (CEO) and CMO/Director of Public Health as well as executive management of various state agencies and the Governor's Office on projects or matters of an immediate operational nature.
- Develop programs and policies in order to create efficiencies within the Division and to promote a high level of customer service in all administrative functions, emphasizing continued improvement in communications with internal and external clients and in achieving the DHHS Mission.
- Ensure Public Health has a pro-family focus by developing and maintaining programs regarding fatherhood and paternity crisis, adoption programs, teen absence programs, and other issues related to family values.

- Provide leadership to Division of Public Health deputy directors and program managers to ensure regulations are implemented and services are provided in accordance with the goals and mission of DHHS.
- Build and manage relationships with colleagues across DHHS divisions, and liaise with stakeholders including federal partners, the Governor's Office, other state agencies, and community partners on issues impacting division operations.
- Lead division workforce planning efforts; implement strategies to provide for capable management succession; and ensure the best use of resources to achieve organizational goals and assure continuity of leadership.
- Develop, implement and exercise continuity of operations plans to ensure critical public health services are available at all times.
- Ensure the availability and deployment of resources into a public health emergency response as required by the Incident Command Structure and as dictated by the emergency response under the leadership of the CEO's office.
- Develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to meet the goals and mission of DHHS.
- Coordinate with Human Resources to review staffing trends, reduce staff turnover, strengthen recruitment activities and develop training programs to enhance the professional development, cross-training, and skill-building for staff at all levels in the Division.
- Conduct monthly review of financial metrics to identify opportunities for expense reduction and management.
- Coordinate with the Operational Excellence team to identify and implement the most effective and efficient operational processes.
- Collaborate with Support Services to develop, implement, and monitor procurement and contractual services, physical space management, and records management initiatives related to the residential facilities.
- Maintain a firm understanding of all federal and state laws, regulations, policies and trends impacting health and safety services and residential facilities.
- Assist with legislative program plans and/or program models.

QUALIFICATIONS / REQUIREMENTS:

REQUIREMENTS: The successful candidate must have achieved: Master's degree in public health administration or related field with experience working for a local or state public health department; at least 7-10 years working and leading a public health department in an executive role; and experience working with diverse groups and building consensus. Position requires significant experience leading teams in public health emergencies including, but not limited to, natural disasters, disease outbreaks and catastrophic events. Knowledge of the principles of public health administration and working knowledge with the Office of the Assistant Secretary for Preparedness and Response (ASPR) and the Centers for Disease Control and Prevention (CDC) is required. Experience developing and leading pro-family programs. Must understand team dynamics, pregnancy and fatherhood issues. Candidate must be a proven public health leader with a track record of leading, motivating, and developing diverse, high-performing teams in culturally healthy organizations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong management, administration and interpersonal skills.
- Significant experience effectively managing budgets, staff, and operational functions.
- Performance management experience with the proven ability to improve the effectiveness of public health programs, services, and workforce.
- Local health jurisdiction experience in the areas of communicable disease control, public health, environmental health, community emergency medical services, sexual assault response, and/or all-hazards preparedness.
- Superb communication skills, delivering clear and persuasive messages through written and oral presentations.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://statejobs.nebraska.gov>

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Equal Opportunity Employer

Position #202003356
PUBLIC HEALTH DIRECTOR OF OPERATIONS
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