

**EL PASO COUNTY DEPARTMENT OF HEALTH AND ENVIRONMENT  
ACCREDITATION AND PLANNING PROGRAM MANAGER  
POSITION DESCRIPTION**

**Department:** Administration

**Positions Supervised:** Special Projects Coordinator

**Reports To:** Executive Director

**Status:** Exempt

**POSITION DESCRIPTION OVERVIEW**

Directs the establishment of National Accreditation processes and standards. Manages all aspects of the local public health improvement plan, community health assessment, strategic plan and National Public Health Accreditation. Develops, implements, and coordinates planning, resources, training and liaison efforts with internal program managers, Senior Staff, CDPHE, community partners and other outside agencies.

**ESSENTIAL JOB FUNCTIONS**

1. Manages all aspects of SB 08-194 including the local public health improvement plan and community health assessment. Includes development of the process for the public health improvement plan; solicits input from senior level staff, program managers, CDPHE, community members/organizations, BOH, and staff; writes and submits the local public health improvement plan to the Colorado Department of Public Health and Environment by required deadline; develops, writes, and submits all progress reports. Works closely with Program Managers and Division Directors to assure all required documentation is obtained and kept up to date on designated electronic sites. Works closely with Executive Director on all aspects of the local public health improvement plan preparation and ongoing updates
2. Manages all aspects of the national Public Health Accreditation Boards' accreditation process. Includes development of a department-wide system to assure standards and measures are met; solicits input from senior level staff, program managers, community members/organizations; writes and submits accreditation documents per PHAB requirements. Works closely with Program Managers and Division Directors to assure all required documentation is obtained and kept up to date on designated electronic sites. Works closely with Executive Director on all aspects of accreditation preparation and ongoing updates.
3. Communicates with the community to assure community is knowledgeable of and understands public health's roles and responsibilities. Solicits input from the community on the local public health improvement plan and national accreditation standards. Communicates this information clearly to Department leadership to assure community input is considered and included whenever possible in the development of Department programs, services, and plans.

**ADDITIONAL JOB FUNCTIONS**

1. Participate in departmental emergency planning and response activities.
2. Promote public health within the community.
3. Perform other duties as required.
4. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive Department of Health image, constructive working environment, and foster pride and professionalism in the workplace and community.

## **BASIC REQUIREMENTS**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of principles and practices of public health, public health planning, and public administration, including project management.
2. Ability to work with a high level of detail. Advanced skill in writing and maintaining accurate records, reports and plans to meet management objectives.
3. Knowledge and experience in public health data including data collection, analysis, and interpretation.
4. Outstanding communication skills written, verbal and through the use of computers.
5. Skill in prioritizing and organizing multiple tasks and the ability to consistently meet timelines. Ability to respond in a flexible manner and reprioritize work as situations change.
6. Demonstrated skills in employee management including supervision, training, team building and conflict management.
7. Skilled in negotiation and collaboration with other health professionals, and ability to communicate, motivate, and organize projects among a broad spectrum of personnel, and community resources, frequently under deadline pressure.
8. High level of analytical ability required to identify, develop, and select alternative solutions to complex issues.
9. Ability to work independently. Ability to work within a team setting, to effectively lead and manage, to do creative thinking, and to perform strategic planning.
10. Skill in demonstrating a cooperative, professional attitude to cultivate relationships both within and outside the organization.
11. Ability to demonstrate sound judgment by taking appropriate actions regarding questionable findings or concerns. Ability to identify problems and work creativity to resolve them, considering the impact of actions on the department.
12. Ability to identify results of efforts and problems identified/potential problems and to develop and recommend corrective actions to supervisor.
13. Ability to maintain the security of sensitive and confidential information.
14. Knowledge and understanding of company policies and procedures.
15. Skilled in training and presentation.
16. Ability to perform under stress and when confronted with persons acting under stress.
17. Ability to travel using own transportation on a daily basis.
18. Ability to work outside of normal business hours.
19. Ability to lift up to 30 pounds.

### **EXPERIENCE AND EDUCATION**

Bachelor's Degree in health related field.

Three years public health experience.

### ***ACKNOWLEDGEMENT:***

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Supervisor

Date

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Employee

Date