The San Mateo County Health System invites applications for the position of

Director of Public Health, Policy and Planning
San Mateo County

San Mateo County is located on a scenic peninsula between San Francisco and the Silicon Valley, offering a wide range of recreational pursuits, economic opportunities and numerous attractions. The 700,000 residents of the County enjoy a diverse, multi-cultural citizenry, cosmopolitan ambiance, temperate climate, clean air, rural open space, and a geographical location in the heart of the San Francisco peninsula.

The Health System

The mission of the Health System is to help San Mateo County residents lead longer and better lives by protecting the public's health from environmental and communicable disease hazards; promoting communities that make the healthiest choice the easiest choice; and providing services to vulnerable populations. We seek individuals who are excited to promote our five values of providing the right service at the right time and place; providing a great experience to all who interact with us; preventing health problems through policy changes; using the funds entrusted to us wisely; and creating a great place to work.

The Health System is a broad and integrated department representing a range of local health, public health and environmental health services consisting of 2,200 employees and a 12 person executive team including the Chief and Deputy Chief. The Health System’s operating divisions include: Aging and Adult Services, Behavioral Health and Recovery Services, Correctional Health, Emergency Medical Services, Environmental Health, Family Health, Public Health, Policy and Planning (Public Health), and the San Mateo Medical Center, an acute care hospital and 11 outpatient clinics. Leadership and support is provided by Health Administration, Health Information Technology and the LEAP Institute.

We do our work with a wide range of strong partners, whose roles we complement, to address pressing community health issues and to meet our mission to help San Mateo County residents live longer and better lives. We work in communities across San Mateo County that are vibrant, changing, and challenging. We work with colleagues in and out of the Health System who are interesting, passionate, intelligent and resourceful.

For more information regarding the San Mateo County Health System, please visit our website at www.smchealth.org.
The Position

The San Mateo County Health System is seeking a passionate and creative leader for the position of Director of Public Health, Policy and Planning. This position leads the Health System’s work to protect the public’s health from communicable diseases, delivers clinical services to the County’s most vulnerable residents and advances policy solutions that prevent chronic diseases and address health inequities. The Director will be a strong voice at the local, regional and state level advocating for programs, policies and strategies which ensure all San Mateo County residents’ have the opportunity to live long and healthy lives.

Reporting to the Health System Chief with guidance from the Health Officer, the Director oversees a budget of more than $32 million, and exercises direct and indirect supervision over 100 managerial, clinical, professional, technical and clerical staff. This position will be a member of the San Mateo Health System’s Executive Team and will contribute to overall department policy development, staff engagement, improvement efforts and a department culture of coaching, transparency and continual learning. The Director will see the success of the department as critical to the success of the Public Health, Policy and Planning Division and will be committed to working with colleagues from diverse backgrounds.

The Public Health Director will lead the development, monitoring and operations of countywide public health programs. Current programmatic responsibilities include: oversight of long-term policy initiatives focused on building healthy equitable communities; communicable disease, STD/HIV, and tuberculosis control programs; stationary and mobile public health clinics; a public health laboratory; vital statistics; animal licensing and control; epidemiology and administrative and financial functions.

Challenges and Opportunities

The San Mateo County Health System is known for its innovative practices, collaborative environment and long-term commitment to tackling our most pressing health issues. The new Director will thrive in this environment and keep the division at the forefront of local public health work. The new Director joins the San Mateo County Health System at an exciting time and will be poised to implement LEAN process improvement methodologies in the Public Health Laboratory; see the building of a new $20 million Animal Care and Control Shelter through to completion; facilitate the design and purchase of a new Mobile Clinic Coach for the delivery of healthcare services; champion a newly adopted strategic plan for the Department’s work to build healthy communities; identify public health priorities for the Department’s growing big data warehouse and manage the integration of the newly created Disease Control and Prevention Program.
**Example of Duties**

- Set and communicate public health priorities for San Mateo County including allocation of resources, development of strategic direction and engagement in new work.
- Manage a variety of public health services and operations including services mandated by the State of California Health and Safety Code; federal and state funding sources and local commitments to program areas addressing the public health needs of San Mateo County residents.
- Manage policy initiatives that advance the Health System’s mission to help residents live longer and better lives including the countywide Get Healthy San Mateo County initiative [www.gethealthysmc.org](http://www.gethealthysmc.org); emerging work in the area of climate change mitigation and adaptation.
- Hire, supervise, mentor and coach managerial, clinical, technical and clerical staff including the development of a work culture, systems and processes which maintain the organization's ability to attract and retain talented staff.
- Assess overall needs of the community as well as growing issues or emerging threats in the area of public health and develop and implement programs, services and strategies to address needs.
- Interpret and implement pertinent State, Federal, County and other local government regulations.
- Recommend and participate in the development of County wide goals, objectives, policies and procedures to meet current and projected service delivery needs as well as policy solutions.
- Direct and assist in preparing the annual budget for public health programs and services; forecast the need for additional funds; monitor operations in order to ensure the accomplishment of objectives within budget restrictions and determine appropriate allocation of resources to meet goals.
- Serve as a strong voice for public health needs and solutions including delivering presentations, writing letters of comment and participating in regional and state workgroups and associations.
- Develop and maintain relationships with local and regional decision makers in policy areas impacting public health, local health prevention activities, health equity and delivery of public health services.
- Establish, facilitate and maintain effective communication between staff, including staff in other County departments and outside agencies.
- Research, prepare and interpret administrative, clinical, financial and technical reports; prepare written correspondence as necessary.
Ideal Candidate

The ideal candidate will possess:

- A clear vision of the role of Public Health in preventing diseases and building health equity through diseases control measures as well as policy solutions.
- Knowledge of the opportunities and challenges facing California public health programs or local public health problems and an excitement for creating effective and feasible solutions.
- Demonstrated skill in developing and making effective presentations before diverse audiences, including representatives of public agencies, elected officials, conference audiences and workgroups.
- A willingness to serve as a model leader, teaching leadership classes, mentoring staff and coaching to build the Health System’s talent pipeline and build a community of problem solvers across all levels of the organization.
- Demonstrated skills in mobilizing teams to collaborate effectively across silos and interests and the ability to identify stakeholders and compel them to work towards public health solutions including the ability to exert influence in areas of indirect control.
- Experience in developing and implementing policy solutions in at least one of the following areas: economic development; land use and transportation; healthy housing.
- Ability to use data to make informed decisions and develop quality improvement processes.
- Excellent communication skills, a positive attitude and excitement to take on a big agenda.
- A sense of humor and the ability to self-reflect and correct course when he/she makes mistakes.
- At least four years of increasingly responsible administrative experience in the development of health policy or delivery of public health care or services.
Salary and Benefits

The annual salary range for this position is $137,425.60 to $171,808.00.

The County offers an excellent benefits package that is available to spouses, domestic partners, and other dependents.

- A choice of three County Retirement System plans and health benefits for retirees.
- Choice of medical and dental plans with the majority of the premium paid for employee and eligible family members plus Flexible Spending Account option. The vision care plan is fully paid for employee and eligible dependents.
- $50,000 of Basic Life Insurance. Family Death, Disability and Supplemental Life Insurance policies are available to employees. Long Term Disability benefits fully paid by the County.
- 13 paid days of vacation a year for the first 5 years of service. Additional days are added with increased years of service.
- 130 hours of Administrative Leave per year to use as time off. In April of each year, employees have the opportunity to convert 50% of their then current Administrative Leave hours balance for a cash payment.
- Other Benefits Include: Employee Health & Fitness Programs, Commute Alternative Program, Employee Assistance Program, Dependent Care Assistance Plan, First Time Home Buyer Program, Deferred Compensation, and Tuition Reimbursement Program.

Recruitment Schedule

Open Recruitment .......................................................... October 9, 2015
Application Deadline ...................................................... Continuous
Application Screening ...................................................... Week of November 17, 2015
Panel Interviews .......................................................... December 3, 2015
Finalist Interviews ......................................................... Week of December 7, 2015
Desired Start Date ......................................................... Late January 2016

All interviews will be held in San Mateo County and applications must participate at their own expense.

How to Apply

To apply for this exciting career opportunity, the following materials must be electronically submitted in PDF format:

1. Resume
2. A cover letter that includes a discussion of your experience in the following areas:
   a) Developing and managing public health policy, planning and programs.
   b) Administrative management, including the size and complexity of the budget managed, and number of staff supervised for each experience cited.
   c) Advancing local or regional policy solutions in one of the following areas: economic development, land use and transportation, healthy housing.
   d) Developing a strategy or implementing a program to build health equity. Include a description of the stakeholders, the approach you took, and the outcome.

Please submit your resume and cover letter using the County's online applicants system at jobs.smcgov.org. Emailed and late submissions will not be accepted!

For questions please contact Yvonne Alvidrez, HR Partner at 650-363-4354 or by email at yalvidrez@smcgov.org.