

CHIEF PUBLIC HEALTH DENTAL OFFICER

NATURE OF WORK IN THIS CLASS

Administers the public health dental program for the territory under the Department of Public Health and Social Services.

ILLUSTRATIVE EXAMPLES OF WORK (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Directs the general administration of a mandated island-wide public health dental program.

Formulates policies and standards for the public practice of dentistry.

Promotes, analyzes, and evaluates all objective and subjective activities, including educational pilot projects, surveys, dental auxiliary training programs and operational cost factors; initiates and recommends appropriate changes to improve program effectiveness.

Prepares and submits plans and budgetary requirements for dental programs; administers agency policies for personnel, training and safety; performs other general administrative functions.

Works with and initiates consultations and conference with dentists in the private sector, medical, educational and other professionals and community groups, in order to effectively carry out program goals and objectives.

Directs and participates in research studies and related activities.

Serves as a public consultant on dental health matters for professional, school or community groups.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the principles and practices of public health administration and general management.

Knowledge of current principles, practices, and techniques of preventive and restorative dentistry.

Ability to administer an island-wide public health dental program.

Ability to interpret and apply pertinent laws, rules, regulations, and other program guidelines.

Ability to analyze and evaluate program activities and initiate and recommend changes in policies, procedures, and other program requirements to improve effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to prepare program plans and other reports.

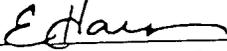
MINIMUM EXPERIENCE AND TRAINING

Four (4) years of progressively responsible professional experience in clinical public health dental work, including two (2) years in a supervisory capacity; and graduation from a school of dentistry accredited by the American Dental Association with a D.D.S or D.M.D. degree.

NECESSARY SPECIAL QUALIFICATION

Possession of a current license to practice dentistry in one of the states or territories of the United States.

ESTABLISHED: JULY 1980
AMENDED: AUGUST 1991
AMENDED: NOVEMBER 1997



ELOY P. HARA, Executive Director
Civil Service Commission