



**COMMUNITY HEALTH CENTER
CHIEF EXECUTIVE OFFICER**

3.082

NATURE OF WORK IN THIS CLASS

This is complex administrative and professional work in managing the overall operations of the Northern and Southern Community Health Centers of the Department of Public Health and Social Services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Directs and manages the day-to-day community health centers operations to ensure services and program activities are carried out in accordance with Council approved policies, strategic plan, and other operational policies.

Establishes, develops and oversees implementation of appropriate and effective personnel policies for the centers.

Develops the organizational strategic plan which includes administrative, governance, health and financial plan.

Develops standards of care policies and procedures ensuring the maintenance of quality of care and cost efficient operation.

Conducts periodic management review of the Community Health Centers quality assurance program and implements key health transformational initiatives.

Oversees the facility and maintenance of the centers which includes conformity with building and fire codes and OSHA safety regulations.

Reviews and takes or recommends appropriate action concerning the centers' personnel.

Advocates for specific health policy issues at the national, regional and state levels.

Prepare monthly Board meeting minutes and maintain documentation of all Board policies and procedures.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques of public health and administration.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique and coordination of people and resources.

Knowledge of economic principles and practices.

Ability to administer comprehensive public health program services.

Ability to interpret, apply and make decisions in accordance with federal and local laws, regulations, policies and other program guidelines.



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Ability to analyze and evaluate program services and initiate or recommend changes necessary to enhance community health care.

Ability to work effectively with employees and the public.

Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Five (5) years of experience in public health administration work, two (2) years of supervisory experience and graduation from a recognized college or university with a Master's degree in Public Health or related field; or
- b) Six (6) years of experience in public health administration work, two (2) years of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in Public Health, public or business administration or related field; or
- c) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam Driver's License.

ESTABLISHED: JUNE 2015

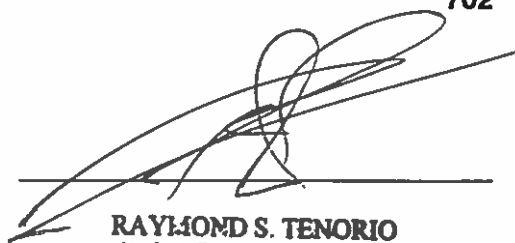
PAY GRADE: R

STATUTE: P.L. 32-231

HAY EVALUATION:	KNOW-HOW:	F II 3	350
	PROBLEM SOLVING:	E 4 43%	152
	ACCOUNTABILITY:	E 4 C	<u>200</u>
	TOTAL POINTS		702



ANTHONY C. BLAZ, Director
Department of Administration



RAYMOND S. TENORIO
Acting Governor of Guam