Public Health
Executive Director
Jefferson County, Colorado

Vision
Healthy People, Healthy Places

Mission
Promoting and protecting health for all people across the lifespan through prevention, education, treatment, response and regulation.
Background

The Department

Jefferson County Public Health (JCPH) is a nationally accredited health department committed to promoting health and preventing injury and disease for the residents of Jefferson County, Colorado. Public health is what society does collectively to prevent illness and premature death and promote health in our neighborhoods and communities.

JCPH is made up of divisions which each serve key purposes in maintaining and promoting health and wellness in the county: Administrative Services, Clinic Services, Family Services, Environmental Health Services and Emergency Preparedness and Infectious Disease.

JCPH strives to create health equity, meaning everyone has the opportunity to attain their highest level of health. All positions within the agency are expected to contribute toward achieving health equity in Jefferson County. JCPH is committed to diversity of its staff, as well as providing culturally responsive programs and services which help reduce health inequities in the County. As such, JCPH welcomes and encourages applicants from diverse backgrounds and abilities to apply for positions within the agency.

JCPH is overseen by a 5-member Board of Health appointed by the Board of County Commissioners to make policies and decisions that will help promote health and prevent disease in the county. The board encourages public input into its decision-making process and welcomes community participation at its regular hearings.

JCPH employs approximately 227 staff members and has an operating budget of $27 million. JCPH’s offices are in Lakewood, Colorado.

For more information about JCPH, please see its website at www.jeffco.us/public-health.

The County

Jefferson County, commonly called Jeffco, is the fourth most populous of the 64 counties of the State of Colorado. Jefferson County is located between the Front Range of the Rocky Mountains and the state capital, Denver. Jefferson County is one of the major metropolitan counties within Colorado. Twelve incorporated municipalities are located totally or partly within the county: Arvada, Bow Mar, Edgewater, Golden, Lakeside, Lakewood, Littleton, Morrison, Mountain View, Superior, Westminster and Wheat Ridge. Encompassing 773 square miles, with three-fourths of the area mountain land, Jeffco is home to over a half a million people.

The Opportunity

Jefferson County, the Gateway to the Rockies, is seeking an innovative, experienced public health visionary to lead JCPH into the future. The successful candidate will have proven capabilities to direct a strong department of 227 employees serving a diverse population of over half a million people. Achieving JCPH’s mission to promote and protect health for all people across the lifespan through prevention, education, treatment, response and regulation is JCPH’s highest priority. The Executive Director leads a nationally accredited health department and works collaboratively to foster the growth and future transformation of JCPH. This position is pivotal in the growth and development of the vision and culture of the organization, strategic planning and management of operations and division programs.

The Executive Director will be well-versed in health care reform, policy development and change initiatives. They will provide strategic direction and oversee critical public health issues. The Executive Director will utilize their experience in balancing ongoing and emerging issues facing the community, while effectively managing the priorities of the department. They will also oversee, plan and coordinate the work of JCPH divisions which includes Administrative Services, Clinic Services, Family Services, Environmental Health Services and Emergency Preparedness and Infectious Disease.
The Ideal Candidate

As the Executive Director, the successful candidate will be able to:

- Apply principles, practices, procedures and philosophies of management and operation commonly used in the management of large public and/or private sector organizations.
- Provide leadership by developing trusting and collaborative working relationships with division directors, managers and staff of each division. Set direction and promote initiatives for the department.
- Communicate with transparency, openness and trust.
- Use independent judgement and discretion in executing the mission, vision and guiding principles of the department with creativity, respect, engagement, accountability, team focus, excellence and service.
- Promote and use health equity as a framework in all work and strategic decision making.
- Provide oversight, program evaluation and budget management for all programs for the department. Work with directors, managers and supervisors to develop and implement program objectives.
- Administer and enforce public health laws, orders, rules and regulations of the State of Colorado; assess the impact of public health policies, laws and regulations on public health prevention and disease control.
- Enhance, develop, implement and enforce policies and procedures of the organization that will improve the effectiveness of the department. Analyze and interpret current policy and procedural guidelines, and present recommendations to resolve problems and questions.
- Exercise tact and courtesy when acting as an official representative of JCPH with all levels of County personnel as well as other public officials, media representatives and the general public.
- Set cultural norms and foster an environment of teamwork, creative thinking and innovation to maximize the contributions of team members in accomplishing program goals.

Minimum Qualifications:

- MD/DO/PhD with public health leadership or management experience or Master’s degree in a public health related discipline, or
- Five years within the past 10 years of progressive responsibility in administrative public health, including executive and management level supervision.
- Knowledge of public health principles, practices, methods and trends as well as Federal, State, County and other local policies, laws and regulations.

Preferred Qualifications:

- Five years working in public health, administration and health policy.
- Extensive experience of management principles including organizing, supervision and making.
- Experience in advancing health equity by addressing systematic health disparities and collaborating with diverse, vulnerable and underrepresented populations.
- Leadership-level experience to communicate with diverse groups of stakeholders on complex topics.
- Experience with financial management, budgets, contract management and program management.
- Development of program rules, regulations and policies.

Knowledge, skills and attributes that would be beneficial and lead to success in this role include:

- Advanced level of interpersonal skills necessary to provide effective leadership and develop cooperative working relationships.
- Ability to effectively develop and manage JCPH's mission, vision and guiding principles.
- High level analytical and technical skills.
- Effective communication, both oral and written.
- The ability and presence to concentrate on details when reading/writing reports and reviewing/preparing/presenting budgets and representing the County at internal/external meetings.
- Bilingual.

Additional requirements:

- Must have a valid Colorado Driver’s License at hire and throughout employment.
- Offer of employment contingent on criminal history, MVR check and education verification.
- Must provide immunization record or prove immunity to comply with departmental Communicable Disease Control Policy; compliance with the immunization schedule must be completed within 30 days of hire.
- Occasional travel is required by this position.
- Current professional license if applicable.
Compensation

JCPH will pay the successful candidate a competitive base salary of within the range of $152,250 to $253,750 depending on qualifications.

The successful candidate will also be eligible for the County’s comprehensive benefits package which includes:

- Medical, dental & vision insurance
- 401(a) match
- Onsite wellness center
- Flex time
- Work/life balance
- Mentorship opportunities
- Paid time off
- Generous holiday schedule

Application Process

EFL Associates, an executive search firm, is assisting JCPH with this important search. All calls and inquiries should be made through the search firm representatives listed below. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

EFL ASSOCIATES
4600 South Ulster Street,
Suite 900
Denver, CO 80237
Phone: 303-779-1724
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Talent Acquisition Consultant
Phone: 720-200-7023
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Non-discrimination

JCPH and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, sexual orientation, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.