Assistant Director (Community Health & Safety)
SA Metro Health

CITY OF SAN ANTONIO TEXAS

excellence in all we do

CORE Values

Teamwork • Integrity • Innovation • Professionalism

City of San Antonio, Texas

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ABOUT SAN ANTONIO

The City of San Antonio is the Nation's 7th largest city and is home to more than 1.6 million residents. Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is also home to one of the largest concentrations of military bases in the United States. One of the nation's fastest growing cities, San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs.

CITY GOVERNMENT

San Antonio has a Council-Manager form of government with an eleven-member City Council. Councilmembers are elected by District, while the Mayor is elected at-large. The term of office for the Mayor and all members of the City are two-year terms, for not more than four (4) full terms of office. The City Council appoints the City Manager, who appoints all officials in executive positions with the exception of the City Clerk, City Internal Auditor, Presiding Judge, and Municipal Judges.

The City of San Antonio has been recognized for its high level of professional management and model practices by the International City/County Management Association (ICMA), and National Civic League, amongst others. For ten consecutive years, the City has maintained a AAA bond rating. The Fiscal Year 2021 adopted operating budget is $2.9 billion with close to 13,000 employees across over 30 departments. The City has made a commitment to advancing diversity, equity and inclusion, primarily through the formation of a citywide Office of Equity in 2017.

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THE METRO HEALTH DEPARTMENT

The San Antonio Metropolitan Health District (Metro Health) is a nationally accredited public health agency charged by State law, City code, and County resolution with the responsibility for providing public health programs in San Antonio and unincorporated areas of Bexar County, Texas. Metro Health is operated as a City Department, with services including health code enforcement, food inspections, immunizations, clinical services, environmental monitoring, disease control, population health improvement, health education, dental health, and emergency preparedness. Although Metro Health is a City/County organization, administrative control is under the City of San Antonio.

Metro Health is divided into three primary divisions each overseen by an Assistant Director. Each division is responsible for a wide range of programs.

Community Health & Safety Division

The Community Health & Safety Division is comprised of the following three sections: The Chronic Disease Prevention sections, Maternal & Child Health and Violence Prevention. These sections each are made up of a wide range of initiatives including Diabetes Prevention & Management, Asthma (SA Kids BREATHE), Healthy Neighborhoods, Community Nutrition, Healthy Start, WIC, San Antonio Lactation Support Center, Oral Health, Project Worth, Stand Up SA, Domestic Violence prevention, Child Abuse prevention, as well as Health Equity, the Collaborative Commission on Domestic Violence (CCDV), and the ACEs/Trauma Informed Care Consortium. Just over three-hundred individuals work in this fast-growing division that strives to limit health disparities throughout the community.

Communicable Disease Division

The Communicable Disease Division is comprised of five programs: Epidemiology, Immunization, HIV/STD, TB, and Laboratory. One hundred and forty-five individuals work in this division; they serve approximately 20,000 individuals in the community annually and impact hundreds of thousands more through education, interventions and policies.

Environmental Health & Operations Division

The Environmental Health & Operations Division includes the following sections: Operations, Performance Improvement, Food & Environmental Health (includes Vector Control), Public Health Emergency Preparedness, the Public Center for Environmental Health, and Ozone Attainment.

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THE POSITION

Metro Health is seeking to hire an Assistant Director for Community Health & Safety. The Assistant Director is responsible for the management of a large and complex division within the department using prevention pro-grams for cardiovascular disease, obesity and diabetes, perinatal support services, teen pregnancy prevention activities, community nutrition programs including WIC, and school oral health interventions, as well as violence prevention initiatives addressing domestic violence, child abuse and gun violence. The Community Health & Safety AD will also actively engage other community health promoting agencies. The successful candidate will be expected to play a significant leadership role in assisting the Director to maximize department performance and develop effective relationships with other elements of local government and partners in the community.

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ESSENTIAL JOB FUNCTIONS

- Assists in managing the development and implementation of department goals, objectives, policies, and priorities for each assigned service area
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedure; identifies opportunities for improvement, and directs the implementation of changes
- Oversees the development of grant proposals and programs
- Responds to sensitive inquiries and/or complaints
- Coordinates activities with community groups and health providers under non-emergency and emergency conditions
- Assesses and monitors workload, administrative/support systems, and internal reporting relationships
- Serves as an official departmental representative to other City departments, the City Manager's Office, elected officials and outside agencies
- Attends City Council meetings and takes necessary action regarding Council agenda items
- Provides staff support and technical assistance to a variety of boards, committees, and commissions

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EDUCATION & EXPERIENCE

Qualified candidates will have a Master's Degree from an accredited college with major coursework in Public Health, Administration or Epidemiology, with emphasis in health care systems, or other related field. They will also have five (5) years of increasingly responsible experience in public health administration and three (3) years of supervisory experience. The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fits the needs of the City of San Antonio.

THE IDEAL CANDIDATE

The ideal candidate will be a self-starter and highly organized individual with a background in overseeing a wide range of community health prevention and education programs. Having a proven track record of relationship building with diverse employee populations is critical and being an influential leader who can attract followers and engage employees and stakeholder is important. The ability to communicate messages and presentations skillfully and effectively to stakeholders in a clear and concise manner is critical to be successful in this position. Familiarity with health and social services is a plus.

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SALARY

The City of San Antonio is offering a competitive salary commensurate with experience. The salary range for this position is $117,207 – $187,532. The City also offers generous benefits and retirement including annual and personal leave, deferred compensation plan, relocation/moving expenses and participation in the Texas Municipal Retirement System (TMRS).

HOW TO APPLY

If you are interested in this opportunity, please send a cover letter, resume, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. First review of resumes will occur on **March 25th, 2022**. *Please submit your application as soon as possible and before the first resume review deadline to ensure you are considered for this position*. Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Jeff Baldwin, Executive Recruiter
City of San Antonio
Human Resources Department
saexecsearch@sanantonio.gov
Phone: (210) 207-7939

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure. The City of San Antonio is an Equal Employment Opportunity Employer.