THE CITY OF
SAN ANTONIO, TEXAS

Invites your interest in the position of
HEALTH DIRECTOR
Under general administrative direction, is responsible for planning, directing, managing, and overseeing the activities and operations of the Health Department including the Community Health Division, the Communicable Disease Division and the Environmental Health and Operations Division. The Director promotes and supports population health in San Antonio and Bexar County by providing public health expertise. This position promotes individual and population public health by providing essential services of public health within a variety of settings, ensures compliance with a broad range of local health and environmental codes, regulations and policies; participates in multi-faceted community health and environmental projects; and provides technical guidance and information to decision makers and stakeholders regarding public health and environmental issues. Coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative support to the City Manager’s Office. Exercises direct supervision over staff.

**Essential Job Functions:**

- Assumes full management responsibility for all department services and activities, including statistical services, food sanitation, communicable and chronic disease, laboratory, medical services, vector control, and dental services; and recommends and administers policies and procedures.
- Monitors the health and well-being of City and County residents; monitors community and City-wide health conditions, including infectious, environmental, behavioral, and social conditions, and health inequities; and provides recommendations and information to the Mayor, City Council, and City Manager on public health concerns. Serves as the community’s chief health strategist.
- Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement, and directs the implementation of changes.
- Acts as official departmental representative to other City departments, City Manager’s Office, elected officials and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Selects, motivates, and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures.
- Plans, directs, and coordinates, through subordinate-level staff, the department strategic plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- Manages and participates in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Coordinates departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and prepares and presents staff reports and other necessary communications.
- Provides leadership and direction for the department’s public health accreditation implementation.
- Provides direction for the integration of health equity practices throughout the department and community.
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Reviews and signs all higher-level department communication, including ordinances and contracts.
- Attends City Council meetings and takes necessary action regarding Council agenda items.
- Serves as a liaison to the medical community and hospitals; reviews and explains City public health programs and health policies; and evaluates health programs supported by Local, Federal or State grants.
- Provides staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of public health.
- Edits and reviews manuscripts, articles, and proceedings of public health and clinical medical organizations.
- Performs related duties and fulfills responsibilities as required.

**CANDIDATE QUALIFICATIONS**

**Education/Certification**

- If a physician, must be a graduate from an accredited medical school and licensed or eligible for licensure by the State of Texas. Must be licensed in Texas within six to 12 months.
- If a non-physician, a Master’s Degree in Public Health or Public Administration, MBA or related field is required. A doctorate degree is preferred.
Experience

- Ten (10) years of increasingly responsible professional experience in Public Health Administration, including six (6) years of administrative or supervisory responsibility. Agency or Department Head Preferred.

Knowledge, Skills and Abilities:

- Knowledge of operational characteristics, services, and activities of public health programs.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of organization, function, and authority of various City departments.
- Knowledge of pertinent Federal, State, and local laws, ordinances, statutes and regulations.
- Knowledge and ability to implement health equity initiatives.
- Knowledge of infectious diseases.
- Knowledge of health and medical principles and practices.
- Skill in operating a personal computer and utilizing rudimentary software.
- Knowledge of public health accreditation standards and ability to lead department activities.
- Ability to develop, implement and administer goals, objectives, and procedures for providing effective and efficient services for the City.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, and project.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to prepare and administer a complex departmental budget, and allocate limited resources in a cost-effective manner.
- Ability to research, analyze and evaluate new service delivery methods, procedures, and techniques.
- Ability to provide administrative and professional leadership and direction to subordinate staff.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to prepare and present clear and concise administrative and financial reports.
- Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.
- Ability to identify and implement health strategies to combat infectious diseases.

OVERVIEW OF THE ORGANIZATION

The San Antonio Metropolitan Health District

The San Antonio Metropolitan Health District (Metro Health) is the 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.

Mission and Vision

Vision:
Healthy people thriving in a healthy community

Mission:
To prevent illness, promote healthy behaviors, and protect against health hazards throughout our community through education, collaboration and key services

Quick Facts

General Fund Budget $14,079,906
Grants $29,317,426
TOTAL $43,397,332

General Fund Positions 125
Grant Fund Positions 296
TOTAL POSITIONS 421

Major Grant Funded Programs

- Federal Immunization Program $2.3M
- Healthy Start Initiative $1.8M
- Medicaid Waiver $9.5 M
- PHEP Bio Terrorism $1M
- STD Staff Support $1.9M
- TB Waiver Project $1.8M
- WIC $6.1M

Major Programs

- Air Quality
- Emergency Preparedness
- Food Safety & Vector Control
- Healthy Eating (Por Vida)
- Teen Health and Project Worth
- Oral Health Services
- Asthma Initiative
- Diabetes and Disease Prevention
- Infant Health (WIC, Healthy Start)
- Immunizations
- STD/HIV Services
- TB Services
Metro Health Service Locations

Clincs include:
- Eastside Immunization Clinic
- STD Clinic
- Tuberculosis Clinic
- Buena Vista WIC Clinic
- Callaghan WIC Clinic
- Marbach WIC Clinic
- Naco-Perrin WIC Clinic
- Frank Garrett Immunization Clinic
- Pecan Valley WIC Clinic
- Rittiman WIC Clinic
- Sabine WIC Clinic
- Salinas WIC Clinic
- South Flores WIC Clinic
- Zarzamora WIC Clinic

Other Locations include:
- Lactation Center
- Lab
- Main Office
- Food and Environmental Health Offices
- Emergency Preparedness (PHEP)
- Permits Office at the One Stop Center

Metro Health Services and Department Overview

Metro Health is divided into three primary divisions each overseen by an Assistant Director. Each division is responsible for a number of programs as outlined below:

ENVIRONMENTAL HEALTH & OPERATIONS

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, Ozone Attainment, and Stand Up SA.

Operations: The Operations section provides support services for the department. Those services include Human Resources and Information Technology, Contracts and Compliance, Fiscal Management, Facilities Maintenance, and oversight of the Medicaid 1115 Waiver.

Performance Improvement: The Performance Improvement Team (PI Team) oversees the development and implementation of department-wide performance initiatives such as employee engagement, workforce development, strategic plan monitoring, and public health accreditation.

Food & Environmental Health: The Food and Environmental Health (F&E) section works to ensure the maximum protection for food and environmental health according to the local health code and State regulations. The F&E section reviews and approves construction plans for food establishments within the City of San Antonio and provides licensing and regulatory services to restaurants, schools, day/afterchool care, mobile vending, temporary events and farmers markets. Vector Control works to prevent diseases that pests carry and spread by eliminating mosquito breeding sites and the use of pesticides to control mosquitoes on public property.

Public Health Emergency Preparedness: The Public Health Emergency Preparedness (PHEP) section is responsible for public health all-hazards preparedness and coordinates the public health planning and response among the City of San Antonio, Bexar County, and all municipalities within Bexar County. These activities included monitoring food security systems and inspections, air monitoring, and hospital surveillance during the course of the event. PHEP also works on annual and special event preparations for Fiesta events, Cavalier River Parade, Rock N Roll Marathon, NCAA events and the New Year’s Eve event downtown. The PHEP services also include BioTerrorism Preparedness, Cities Readiness Initiative, and supports activities for mosquito-borne illness education.

Public Center for Environmental Health (PCEH): The PCEH section includes the Air Pollution Control Program and other services operating and maintaining 22 air monitors that measure ozone and other air pollutants. The Program provides registration and educational consultations to businesses to help reduce overall ozone levels in the San Antonio community and identifies businesses that emit air pollution and works with them on possible steps to lower emissions and improve air quality. This program also responds to air quality complaints from residents and works with businesses to address those concerns. Depending on the nature of the concern, the program will coordinate with State and local agencies. The Air Pollution Control Program has registered a total of 1,090 businesses.

Ozone Attainment Program: On September 24, 2018, the EPA officially announced that Bexar County was in marginal nonattainment of the federal ground-level ozone standard. The Ozone Attainment program is one of Metro Health’s newest programs and is leading the City’s ozone attainment efforts. The program created the Ozone Attainment Master Plan with stakeholder input and is responsible with monitoring the implementation. The Plan establishes a strategic and technical review of current local ozone levels and provides recommendations for reducing emissions of ozone-forming compounds (NOx and VOCs).

Stand Up SA: Stand Up works in communities that exhibit high levels of violence and attempts to intervene with children and adults between the ages of 5-24 that are at high-risk of becoming violent or being highly targeted as a victim of violence. Stand Up encourages individuals to discontinue criminal behavior and to become peaceful and productive members of their community. Stand Up does this by presenting individuals with alternatives and empowering them with conflict resolutions skills, counseling, education completion, and identifying job opportunities.
COMMUNITY HEALTH

The Community Health Division is comprised of the following program areas: WIC, Chronic Disease Prevention, Oral Health, Healthy Start, Asthma (SA Kids BREATHE), Project Worth as well as Health Equity, ACEs/Trauma Informed Care Consortium and the San Antonio Lactation Support Center.

CHRONIC DISEASE PREVENTION PROGRAMS:

SA Kids B.R.E.A.T.H.E. (Building Relationships, Effective ASThma Teaching in Home Environments) Program: This new program employs community health workers to provide case management to children with uncontrolled asthma through home visits and collaboration with health care providers and school nurses. The goal is to enroll 24 children a month. As they complete the 12-month program, we expect to see reduced hospitalizations and reduced missed school days. Diabetes Self-Management: Through a series of workshops open to adults with diabetes and family members, participants learn skills to safely manage their diabetes. Metro Health has a strong partnership with the YMCA Diabetes programs.

Healthy Neighborhoods: Healthy Neighborhoods is a place-based childhood obesity prevention program in which Community Health Workers (CHWs) serve as health educators, connectors, and community organizers who empower residents to become active voices of the community. Healthy Neighborhoods works in ten neighborhoods and one school, all of which were identified by the community as asset-rich locations that were also facing health disparities.

Racial and Ethnic Approaches to Community Health (REACH): The REACH team uses culturally-tailored interventions to reduce health disparities and advance health equity. The program promotes tobacco-free living, improved nutrition, and community-based strategies among African American and Latinx communities on the near East, South, and West sides of San Antonio. This project utilizes Community Based Participatory Approaches to create sustainable, community-driven change to improve population health through systems-level changes.

¡Viva Health! Campaign: A nutrition education campaign that encourages healthy eating for individuals and families through the three core campaign messages of 1) fill 1/2 your plate with fruits and veggies, every meal, every day; 2) for portion control, use a smaller plate; 3) drink water, not sugary drinks.

¡Por Vida!: A healthy menu initiative that works with restaurants, corporate cafeterias, food trucks, and catering companies to offer healthy menu items that meet specific nutrition criteria limiting calories, fats, and sodium. In FY19 ¡Por Vida! has 22 participating restaurants and 13 business partners.

Mayor’s Fitness Council: The Mayor’s Fitness Council (MFC) was formed in 2010 with the goal of making San Antonio’s residents among the healthiest in the nation. The MFC is made up of 130 member organizations and focuses on increasing physical activity and healthy eating and improving mental health.

ADOLESCENT HEALTH PROGRAMS:

Teen Pregnancy Prevention (Project Worth): Project Worth promotes the health and well-being of children and teens through a Social-Emotional Learning framework. Initiatives include DreamSA a youth engagement initiative created with input from youth, which serves to connect teens with opportunities in higher education, careers, arts, health & well-being, and volunteering. Project Worth continues to lead the San Antonio Teen Pregnancy Prevention Collaborative; a successful City initiative reducing the rates of Teen Pregnancy in San Antonio.

MATERNAL & CHILD HEALTH PROGRAMS:

San Antonio Lactation Support Center: The San Antonio Lactation Support Center is a breastfeeding education center that offers information and support to pregnant and breastfeeding moms. It is a place where moms can receive breastfeeding education, participate in support groups, or speak with a lactation consultant about infant feeding. In FY18, the center served 935 women.

Healthy Start: The Healthy Start Program offers pregnant women and their families services and resources for healthy pregnancies and births. During home visits, case managers connect women to prenatal, postpartum and clinical services; provide health and parenting education; check for health risks; provide referrals; and follow-up to make sure mom and baby get the help they need to be healthy. In 2018, the Healthy Start program case managed 407 women and 324 children. Healthy Start coordinates the Fetal-Infant Mortality Review Team and Maternal Mortality Task Force, interdisciplinary teams that examine contributing factors to deaths of moms and babies, and develop community strategies to prevent negative pregnancy outcomes. Healthy Start also coordinates the Healthy Families Network Coalition of community partners.

Oral Health: The Oral Health program provides services to children from Early Head Start age to Elementary school years in programs and districts throughout San Antonio. Early detection services include oral evaluations, fluoride varnish, and dental sealants. Program staff provide case management with families whose children have unmet needs, linking them to a dental home or assistance when surgical needs are required. WIC: The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) offers food benefits, nutrition education, breastfeeding support, and health care referrals to families who qualify. WIC services are available to pregnant, postpartum, and breastfeeding women and infants and children under age five. Metro Health WIC serves an average of 34,000 individuals per month at 10 clinics.

Office of Health Equity: This office was established in 2017 to improve the health of residents by working to eliminate differences in disease, disability, and death rates among ethnic, racial, and other population groups with adverse health outcomes. This will be achieved by integrating the principles of health equity into the everyday practices, policies, and services of Metro Health.

Adverse Childhood Experiences (ACEs): The Adverse Childhood Experiences is a new FY19 initiative to the department. Metro Health serves as a lead for the South Texas Trauma Informed Care Consortium. The Consortium brings together over 200 members, 11 Sector Workgroups, and over 100 agencies who are engaged in establishing a Certified Trauma Informed Care Community. In addition, the ACEs initiative conducts presentations and education opportunities for the community to learn more about ACEs and Trauma Informed Care.
COMMUNICABLE DISEASE
The Communicable Disease Division is comprised of five programs: Immunization, HIV/STD, TB, Epidemiology 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.

Immunization: The Immunization Program is responsible for educating providers and the public on the importance of childhood and adult vaccinations, vaccine storage, handling and administration. The Program operates a clinic and hosts special events in Bexar County that offer routine vaccinations to children and adults. The San Antonio Immunization Registry System is supported by the program to maintain vaccine records of children and adults that receive vaccines in Bexar County.

STD/HIV: The STD/HIV Program operates a clinic that tests, diagnoses and treats sexually transmitted diseases (STDs). The clinic has a public health follow up team that provides the community with disease intervention services and is dedicated to reducing the spread of STD and HIV through patient education and risk reduction counseling. A Mobile outreach team is a versatile extension of the STD clinic and has the ability to function with a mobile unit in the heart of communities in both traditional and nontraditional settings to offer testing, diagnosis and treatment. Healthy Beats is an extension of the clinic, aimed at pregnant women to obtain a third trimester syphilis screening in hopes of preventing congenital syphilis. Lastly, the STD Clinic also provides HIV testing and offers Pre Exposure Prophylaxis (PrEP).

Tuberculosis (TB): The TB Program is responsible for educating medical providers and the public on TB prevention and control measures. In addition, the Program operates a clinic which provides examination, diagnosis and treatment for individuals with suspected or confirmed TB disease and latent TB infection. The staff also conducts contact investigations for those who may have been exposed to TB and screening programs in population groups at risk for contracting TB.

Epidemiology: The Epidemiology Program is responsible for investigating confirmed and suspected cases of infectious diseases and conditions reported by physician’s offices, hospitals, and medical laboratories. In addition, the program educates providers and the public on diseases, treatment, prevention and control measures. The Perinatal Hepatitis B Prevention Program offers case management services to pregnant women infected with hepatitis B virus to ensure that the baby is protected from the virus. In addition, the Epidemiology Program compiles health statistics and data for reporting both infectious and non-infectious disease trends in the community and identifies risk areas for program interventions through GIS mapping.

Laboratory: The laboratory conducts infectious disease surveillance testing, influenza surveillance, rabies analysis, food surveillance and dairy product testing. The program also performs regulatory drinking water testing for regional public water systems, mobile food vendors, private well owners, and natural or man-made disasters. In addition, the laboratory serves as the regional Public Health response laboratory for bioterrorism (e.g. anthrax, tularemia, etc.) and high consequence infectious diseases (e.g. Ebola).

THE CITY OF SAN ANTONIO GOVERNMENT STRUCTURE
The City of San Antonio has a Council/Manager form of government. The Mayor and Council Office is comprised of the Mayor, who is elected at large, ten City Council members, who are elected from single-member districts, and administrative support staff. The City Council acts as the policy-making and legislative body within the City’s government. Operating within the guidelines of the City Charter, the City Council appoints the City Manager, Municipal Court Judges, City Clerk, City Auditor and members of the City’s various boards and commissions.

Interested candidates please send your resume to:

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The Mercer Group, Inc.
Consultants To Management

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