**Class Summary**

The responsibilities of this classification include planning, organizing and directing communicable disease control programs for the county. The Communicable Disease Program Administrator will provide advice and recommendations to the Health Officer regarding communicable disease issues and programs. The incumbent is a senior leader who guides, leads and evaluates public health responses to communicable diseases and provides administrative leadership to the section. Job duties are carried out under the guidance of the Health Officer and/or Disease Control Officer.

**Distinguishing Characteristics**

This is a single level classification. This classification is distinguished from the Disease Control Officer in that this position does not require a Washington State medical license. The incumbent does not determine the cause of death; analyze toxicology tests; construct plausible explanations for various types of wounds, marks, or internal injuries; or is a physician acting as a liaison between King County and contracted hospitals. This position does not provide independent medical consultation.

**Examples of Duties**

1. Represent the communicable disease section at departmental, local, state and regional levels.
2. Guide the development of protocols for disease surveillance and case/outbreak, investigations and control.
3. Direct with significant autonomy communicable disease investigations.
4. Provide guidance to healthcare providers, veterinarians, hospitals and other healthcare facilities on management of communicable diseases of public health significance including outbreaks and infection control breaches.
5. Assure the development and distribution of public health advisories for King County healthcare providers and communication materials for the public.
6. Provide leadership, direct supervision, quality assurance and program development for the section.
7. Develop the leadership team for the section and assure employee engagement and development.
8. Supervise post-doctoral level 2 year Epidemic Intelligence Service (EIS) assignees from the Centers for Disease Control & Prevention (CDC).
9. Provide program-level direction for budgetary and staffing decisions and responsibilities for the program budget.
10. Serve as an expert in a specialized area of communicable diseases and public health.
11. Interact closely and effectively with the Disease Control Officer, Health Officer, communications team, Prevention Leadership and stakeholders internal and external to the agency.
12. Lead the development and implementation of grants.
13. Represent the department at interagency/executive committees and task forces.
14. May serve as a media spokesperson for issues approved by the Director, Health Officer, DCO or Prevention Leadership.
15. Coordinate epidemiological activities in disease outbreaks and provide consultation and direction to field investigators.
16. Provide advice and recommendations to departmental administration and private physicians relative to the control of communicable diseases.
17. Administer legal orders on behalf of the Health Officer in isolation, quarantine, immunization and tuberculosis cases.
18. Ensure compliance with public health laws in special situations to prevent disease transmission.
19. Lead the development of the strategic direction for the section in agreement with the Prevention Administration, Disease Control Officer and Health Officer.
20. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of and subject matter expertise in relevant public health programs

Knowledge of accepted methods of communicable disease transmission and control including methods of disease investigation

Knowledge of principles and practices of supervision, training, and performance management

Knowledge of methods and techniques of health emergency incident command response

Knowledge of organization, function, and inter-relationship of various medical care agencies and facilities

Ability to present information effectively in a variety of circumstances

Ability to identify, develop and implement grants and serve as the Principle Investigator

Knowledge of federal and state laws and requirement, including federal regulations that govern funding sources, notifiable conditions and communicable diseases

Ability to develop and implement strategies to support department and countywide objectives

Ability to communicate effectively, both verbally and in writing

Ability to speak fluently to the public and media on issues related to communicable disease

Ability to draft organizational policies as it pertains to communicable disease

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

MD or DVM degree from an accredited medical or veterinary medical school, or PhD degree in epidemiology, public health, bio-statistics or related field

Or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State Driver’s license or ability to travel throughout the county in a timely manner

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Professional) |
| **Service Status** | Career Service  |
| **EEO Code** | 1 |
| **Levels within same series** | None |
| **Class History** | 08/2017 - Created |