

CHIEF OF DENTAL PUBLIC HEALTH SERVICES

This is professional dental work on an administrative and consultative nature involving organizing, implementing, coordinating, administering, and directing a statewide dental public health program in preventive, educational, and clinical dentistry. Duties include: initiating studies to determine if set goals are being met in the dental program; supervising, training, and recruiting professional and non-professional staff members in policies and practices of public health dentistry; promoting community acceptance of fluoridation of municipal water supplies as a public health measure; preparing and administering the budget for the dental public health section. A considerable amount of time is spent in delivering lectures to medical and dental societies and civic clubs as a means of promoting good public relations between the State Board of Health, the dental profession, and the general public; coordinates with the Assistant Chief in planning work schedules and programs for public health dentists who are holding clinics in various areas of the State; teaches part-time in the School of Dentistry and the School of Public Health at University of North Carolina at Chapel Hill. Work is evaluated in consultation with the State Health Director and through activity reports submitted to the State Board of Health.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Established goals, sets priorities and deadlines for the public health dental program; determines personnel needs, space, equipment, and other resources to meet the goals of the program.

Organizing and Directing - Coordinates with the Assistant Chief in assigning work and maintaining workload balance among employees.

Budgeting - Responsible for projecting, compiling, and maintaining a budget for the section with recommendations from the Assistant Chief. Responsible for justification of the budget to the Director of Health Services and Department of Human Resources.

Training - Facilitates growth and development of organizational effectiveness by establishing appropriate training programs, such as workshops, seminars, and short courses for the employees to ensure that program objectives are met.

Setting Work Standards - Develops and revises work standards, policies and procedures, and assures their implementation.

Reviewing Work - Reviews accomplishments of the unit as a whole. Adjusts the work of subordinates with input from the Assistant Chief when studies, discussions, and reports show it is necessary.

Counseling and Disciplining - Subordinates (Supervisors) handle the actual counseling. Discusses with supervisors prior to their taking disciplinary action to ensure proper procedures are followed.

Performing Other Personnel Functions - Has final authority for personnel selection, appraisal, promotions, dismissal, reassignment, and salary adjustment for employees supervised.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is affected by changes in procedures and programs as a result of continuous evaluation. Changes in State and federal guidelines require changes in policy. Employee also teaches at the UNC-CH Schools of Dentistry and Public Health.

Variety of Work Supervised - Employee supervises technical subordinate staff of dentists, hygienists, health educators and supervisors, and administrative staff such as Assistant Chief of Dental Public Health.

Number of Employees Responsible For - Responsible for 74; however, five positions report directly to him.

III. EXTENT OF SUPERVISION RECEIVED: Infrequent; receives guidance on program changes and budget and organizational changes.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Thorough knowledge of modern practice of dentistry. Thorough knowledge of departmental policies, rules and regulations pertaining to public health services. Thorough knowledge of community health problems. Considerable knowledge of public health administration in the State and local areas. Ability to supervise dental work and treatments involved in the control of mouth diseases among children. Ability to establish and maintain effective working relationships with parents, teachers, and organizations in the community. Ability to prepare and deliver lectures to community groups and agencies on dental health education.

Minimum Education and Experience Requirements –

Licensed to practice dentistry in the state of North Carolina and six years of dental experience including four years in public health dentistry and two years experience in administration.

Special Note –

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.