



Code: 3348

Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Professional Medical

CLASS TITLE: MEDICAL DIRECTOR

CHARACTERISTICS OF THE CLASS

Under direction, formulates and administers policies and procedures for specific areas of public health including communicable diseases, maternal/infant health, immunization, and AIDS/HIV treatment, and performs related duties as required

ESSENTIAL DUTIES

- Monitors and conducts informational studies to ensure that the latest public health trends and treatments are made available to the general public
- Mobilizes staff on a City-wide level to address areas of concern or emerging public health issues
- Coordinates dialogue and activity between care providers and community organizations to develop community-specific public health programs and interventions
- Ensures that health care service provisions are in accordance with departmental standards by evaluating clinic operations and procedures and recommending new policies and procedures in the area of healthcare administration
- Directs health education programs and campaigns
- Participates in the development and implementation of quality assurance programs
- Confers with other Medical Directors overseeing various areas of specialty and staff physicians to address concerns regarding medical protocols, treatment, and other medical services provided to patients in health clinics
- Participates in program administration including grant writing and development and program planning
- Responds to emergency incidents throughout the City and provides direct patient care
- Participates in personnel hiring and strategic planning
- Publishes position papers, articles, and other informational materials addressing public health issues and programs, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited school of medicine with a Doctor of Medicine or Osteopathy degree accredited by the Liaison Committee on Medical Education (LCME) or the Educational Commission for Foreign Medical Graduates (ECFMG) or the Commission for Osteopathic College Accreditation (COCA) and completion of a residency approved by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA), PLUS two years of work experience in the formulation of Public Health Administration policies and procedures

Licensure, Certification, or Other Qualifications

- Must possess a valid and unrestricted physician license awarded by any U.S. state at the time of application
- Applicants must possess a valid and unrestricted State of Illinois physician license and Drug Enforcement Administration (DEA) certificate at the time of employment

WORKING CONDITIONS

- General office environment
- Medical facilities environment (e.g., health clinic)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Medical instruments (e.g., stethoscope, sterilizer, scale, tongue depressor, life signs monitors, thermometer, urine dips, microscope, sphygmomanometer, otoscope)
- Audiovisual Equipment (e.g., speakers, LCD Projectors)

PHYSICAL REQUIREMENTS

- Ability to walk or stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *Biology and Chemistry
- *anatomy and physiology
- *medical terminology, conditions, testing, treatments, standards, and procedures
- *primary health care professional principles, practices, and procedures
- uses, side effects, and interactions of prescription medicines and other drugs
- *human development and disease theory

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- geographical locations in the City
- applicable computer software packages and applications
- management and supervisory methods, practices, and procedures
- contract administration methods and procedures
- *medical equipment, instruments, materials, and supplies
- *applicable research and analytical practices and procedures

- *alcohol and substance abuse traits and treatments
- *principles of human behavior and socialization
- psychiatric professional principles, practices, and procedures
- *clinical methods and procedures
- *public health care trends, issues, programs, and services
- training methods, practices, and procedures
- particular needs, issues, and concerns of specific communities or groups (e.g., the elderly, mentally ill or disabled persons, infants and children)

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *SCIENCE - Use scientific rules and methods to solve problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *PERSUASION - Persuade others to change their minds or behavior
- *SERVICE ORIENTATION - Actively look for ways to help people
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic

- **MAKE SENSE OF INFORMATION** - Quickly make sense of, combine, and organize information into meaningful patterns
- **REACH CONCLUSIONS** - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- **ACHIEVEMENT/EFFORT** - Establish and maintain personally challenging achievement goals and exert effort toward task mastery
- **PERSISTENCE** - Persist in the face of obstacles on the job
- **INITIATIVE** - Demonstrate willingness to take on job challenges
- **LEADERSHIP** - Demonstrate willingness to lead, take charge, and offer opinions and direction
- **CONCERN FOR OTHERS** - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- **SOCIAL ORIENTATION** - Prefer to work with others rather than alone and being personally connected with others on the job
- **ADAPTABILITY/FLEXIBILITY** - Be open to change (positive or negative) and to considerable variety in the workplace
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: July, 2010