

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**PUBLIC HEALTH DENTAL DIRECTOR**

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**DEFINITION**

Plans and directs all work activities of the statewide public health dental program, developing comprehensive dental initiatives for prevention activities, evaluating program content and personnel effectiveness; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Administers the state public health dental program in order to prevent and control dental disease and promote good dental health practices by planning, budgeting, monitoring and providing technical assistance.

Evaluates procedures used in the public health dental program in order to revise present programs and develop new initiatives to increase program effectiveness by reviewing statistics of program reports and conducting evaluation site visits.

Coordinates the activities of the dental health section with other units of the Department of Health in order to promote dental health by integrating dental health into other health programs conducted by the Department.

Explains the program and its goals and objectives in order to promote and encourage interest in the public health dental program by talking to officials of public and private agencies.

Coordinates the development of instructional materials in order that the staff may utilize these in various programs conducted by the dental health section by providing advice and direction as required.

Collects and analyzes dental health statistics in order to plan, evaluate, and determine program needs, priorities, and effectiveness by reviewing dental staff activity reports, Maternal and Child Health Project reports, and various dental health survey data.

Performs public relations activities by preparing and giving speeches to dental hygiene students and interested civic groups to inform the public on general dental health.

Represents the Department by attending seminars, conferences, and other meetings, and by giving speeches as requested in order to discuss activities of the dental health unit as well as to gain knowledge useful to developing improved programs of dental public health for the State of Iowa.

**COMPETENCIES REQUIRED**

Knowledge of the principles and practices of modern dentistry and dental hygiene.

Knowledge of agency program functions, activities, and organization as they relate to the public health dental program.

Knowledge of the principles, problems, and methods of public and business administration, including organization, personnel, and fiscal management.

Knowledge of the methods and media used in health education.

Ability to plan, organize, control and effectively supervise the work of subordinates.

Ability to understand and interpret laws and regulations as they apply to the Department of Health and federally funded Maternal and Child Health projects.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related,

dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an approved school of dentistry with a degree of Doctor of Dental Surgery or Doctor of Medical Dentistry, and two years of administrative experience in a public dental health program;

OR

substitution of a Master's degree in public health for one year only of the administrative experience required above.

#### **NECESSARY SPECIAL REQUIREMENTS**

Licensure to practice dentistry in the State of Iowa.

Effective Date:     12/99         BW