



EMPLOYMENT OPPORTUNITY MADISON COUNTY PUBLIC HEALTH HEALTH COMMISSIONER

Job Title: Health Commissioner

Division: Administration

Civil Service, FLSA, DOL Status: Unclassified, exempt, salary, professional

Benefits: Eligible for full benefits including medical, dental, vision, life insurances, vacation, sick leave

Hours: Varies, routinely exceeds 40 hours per week, nights, weekends, 24/7 for consultation and emergencies

Pay Range: Salary based on experience and skills

Date Posted: October 9, 2021

Candidate Review: Rolling basis beginning October 25, 2021

JOB SUMMARY

The Madison County Board of Health is seeking a Health Commissioner. The Health Commissioner is the executive officer of the Board and carries out all orders of the Board, the Ohio Department of Health, and other state agencies. The Health Commissioner enforces all sanitary laws and regulations in the county. Under the direction of the Board of Health, the Health Commissioner directs, supervises, and prioritizes the health department's mission to prevent disease and injury, promote health and wellness, protect the environment and citizens, and progress towards health equity. The Health Commissioner exercises critical thinking, independent judgment, and decision-making associated with public health core competencies, federal/state guidelines, and scientific best practices. The Health Commissioner works alongside public officials, community and state agencies, and the public to discuss and share policies, programs, and services. The Health Commissioner serves at the pleasure of the Board. Madison County Public Health offers full benefits and an excellent retirement system through Ohio PERS.

ESSENTIAL FUNCTIONS

This is a comprehensive and analytical administrative position responsible for directing, planning, organizing, supervising, and coordinating all operations of Madison County Public Health. Extensive leeway is granted for exercising independent judgment and initiatives. This position directs, supervises, and prioritizes the work and performance of environmental health, nursing, health education, emergency preparedness, harm reduction, quality improvement, and office staff. The Health Commissioner meets and confers with public officials, community and state agencies, and the public to discuss and share all public health policies, programs, and services. Develops short term and long goals, strategic plans, internal and external policies, and evaluations to address public health needs and services. Confers with other professionals to identify and assess public health needs and problems. Prepares operating budgets and financial reports. Critiques strategies for determining budget priorities and sets budgetary priorities for the organization. Assesses job performance of direct reports and identifies opportunities for individual performance improvement. Reviews personnel recommendations from Directors and makes hiring recommendations to the Board of Health. Serves as a liaison of the Board of Health and community stakeholders. Assesses and ensures compliance with state and local health laws and regulations. Mitigates internal and external risks. Attends meetings, conferences, and workshops when appropriate. Plans, manages, directs, and coordinates activities and finances of all grants. Leads organizational efforts and structure to achieve and maintain accreditation from the Public Health Accreditation Board.

Chris Cook, MPH, RS
Health Commissioner

Dr. James Kaehr, MD
Medical Director

Madison County Public Health
306 Lafayette Street, Suite B, PO Box 467
London, Ohio 43140 | Fax 740-852-5418



Our Mission

We are committed to monitoring and responding to our community's health and wellness needs through innovative services, education, collaboration, and compassionate care.



EDUCATION AND EXPERIENCE

Licensed physician, licensed dentist, licensed veterinarian, licensed podiatrist, licensed chiropractor, or the holder of Master's degree in public health or an equivalent master's degree in a related field as determined by the Board of Health required. National Incident Management System (NIMS)/Incident Command System (ICS) courses 100, 200, 300, 400, 700, and 800 required. Valid Ohio Driver's license in good standing required. Minimum of five years experience in management or leadership positions required. Previous leadership experience in a public health department strongly preferred. Previous Health Commissioner experience strongly preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

This job requires proficiency of computer skills including the Microsoft Office365 suite, Adobe Reader, e-mail and the internet; ability to compile, consolidate and summarize information; English grammar, spelling, written format and punctuation; demonstrate effective verbal and written communication skills; work independently in a dependable manner; be knowledgeable of community resources; be able to effusively deal with stress; ability to learn and use a web-based reporting program for completing on-line reports; establish and maintain effective working relationships with other agency and organization representatives; perform effective public speaking to groups of varied interests and backgrounds and develop and deliver informative and persuasive presentations, counseling, and brief interventions. The job requires recordkeeping and reporting procedures, the ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements. Must be able to respond to public health emergencies or exercises 24/7. May be required to play an active leadership role in the event of a public health emergency, which may include changes in responsibilities and working hours. Evening and weekend work required during public health events, investigations, or emergencies.

CORE COMPETENCIES FOR PUBLIC HEALTH SENIOR MANAGEMENT/EXECUTIVES

The Health Commissioner must meet Tier Three competencies for all eight domains of public health professionals:

- *Analytical/Assessment Skills.* Analytical/Assessment Skills focus on identifying and understanding data, turning data into information for action, assessing needs and assets to address community health needs, developing community health assessments, and using evidence for decision making.
- *Policy Development/Program Planning Skills.* Policy Development/Program Planning Skills focus on determining needed policies and programs; advocating for policies and programs; planning, implementing, and evaluating policies and programs; developing and implementing strategies for continuous quality improvement; and developing and implementing community health improvement plans and strategic plans.
- *Communication Skills.* Communication Skills focus on assessing and addressing population literacy; soliciting and using community input; communicating data and information; facilitating communications; and communicating the roles of government, health care, and others.
- *Cultural Competency Skills.* Cultural Competency Skills focus on understanding and responding to diverse needs, assessing organizational cultural diversity and competence, assessing effects of policies and programs on different populations, and taking action to support a diverse public health workforce.
- *Community Dimensions of Practice Skills.* Community Dimensions of Practice Skills focus on evaluating and developing linkages and relationships within the community, maintaining and advancing partnerships and community involvement, negotiating for use of community assets, defending public health policies and programs, and evaluating effectiveness and improving community engagement.



CORE COMPETENCIES FOR PUBLIC HEALTH SENIOR MANAGEMENT/EXECUTIVES (continued)

- *Public Health Sciences Skills.* Public Health Sciences Skills focus on understanding the foundation and prominent events of public health, applying public sciences to practice, critiquing and developing research, using evidence when developing policies and programs, and establishing academic partnerships.
- *Financial Planning and Management Skills.* Financial Planning and Management Skills focus on engaging other government agencies that can address community health needs, leveraging public health and health care funding mechanisms, developing and defending budgets, motivating personnel, evaluating and improving program and organization performance, and establishing and using performance management systems to improve organization performance.
- *Leadership and Systems Thinking Skills.* Leadership and Systems Thinking Skills focus on incorporating ethical standards into the organization; creating opportunities for collaboration among public health, health care, and other organizations; mentoring personnel; adjusting practice to address changing needs and environment; ensuring continuous quality improvement; managing organizational change; and advocating for the role of governmental public health.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read.
- The employee may frequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels. Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile

ORGANIZATION OVERVIEW

Madison County Public Health (MCPH) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. MCPH offers a relaxed, positive, and friendly work environment. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter and resume/curriculum vitae to the Madison County Board of Health at apply@madisonpublichealth.org (subject: Health Commissioner Position)

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