

**DISTRICT HEALTH DEPARTMENT NO. 2  
JOB POSTING**

Job Classification: Environmental Health Director/Deputy Health Officer  
Base Site: TBD  
Grade: Management/Exempt/Non-Union Position  
Rate of Pay: Starting \$65,000

**General Summary**

Under the direction of the Administrative Health Officer, this individual is responsible for the administration and management of the Environmental Health Services and epidemiology of pertinent health data to our community. This employee must exercise a high level of independent judgement and be prepared to act in the absence of the Health Officer. This is an executive leadership position. Directs, supervises, trains and provides leadership to a multi-disciplinary professional staff ensuring continuity of Environmental Health day-to-day operations. This position is an *exempt* FLSA status, and requires the ability to work irregular hours, along with access 24/7 in regards to emergency preparedness activities and response. This position requires travel.

*The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job posting. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Essential Functions**

- Directs and manages the fiscal, staffing, planning and evaluation activities for programs and services in accordance with established policies and procedures, and with all applicable statutes, regulations, and Collective Bargaining contracts governing the employment relationship.
- Provides considerable input in the development and implementation of the Department's strategic plan, strategic goals and objectives, community health needs assessment, and community health improvement plan, as appropriate, with other county and community agencies.
- Processes, compiles, researches, and analyzes complex Public Health data and other information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures.
- Establishes program priorities, procedures and practices for all Environmental Health operations adhering to Public Act 368 of 1978 (Public Health Code).
- Manages Performance Management Plan and Accreditation.
- Collaborates with the Medical Director seeking consultation, as needed, on epidemiology investigation, surveillance, treatment, follow-up and control of contagious and/or communicable diseases.
- Responds to public health emergencies, emergency exercises, and emergency response training activities.
- Embraces continuous quality improvement methodologies and evaluates staff and programs for strategies to enhance efficiency, effectiveness and cultural competence of service provision.
- Mentoring of staff, assessment of professional training needs, and assisting with the enhancement of workforce development.
- Represents the Department at community meetings and creates networking alliances. Initiates marketing campaigns and enhances social media messaging.

*This list is not inclusive of the total scope of job functions to be performed.*

**Education/Training**

- Bachelor's degree and possession of current registration as a Sanitarian in the State of Michigan. Strong knowledge of principles and practices relating to disease surveillance and investigation.
- Minimum of one (1) year of supervisory experience preferred.
- Master's Degree in Public Health (MPH) desired, or other related master's required. Strong knowledge of principles and practices relating to disease surveillance and investigation.
- Minimum of one (1) year of supervisory experience or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Other Requirements**

- Own means of transportation.
- Initial and annual training pertaining to OSHA's Blood Borne Pathogen Standard is a condition of continued employment.

Applications are available at Health Department Offices and on-line. Submit application/with resume or curriculum vitae to District Health Department No. 2, 630 Progress Street, West Branch, MI 48661 or you may e-mail your application and resume to [vsherosky@dhd2.org](mailto:vsherosky@dhd2.org). This position is opened until filled.

**District Health Department No. 2 is an Equal Opportunity Employer.**