DISTRICT HEALTH DEPARTMENT NO. 2
JOB POSTING

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

General Summary

Under the direction of the Administrative Health Officer, this individual is responsible for the administration and management of public health programs. This employee must exercise a high level of independent judgment 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 day-to-day operations. This position is an exempt FLSA status, and requires the ability to work irregular hours, along with access 24/7 regarding 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 statues, 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 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 Public 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.
- Leadership emphasis is in maternal infant health and community outreach.

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

Education/Training

- Master’s Degree in Public Health (MPH) preferred, Bachelor’s degree is required. Strong knowledge of principles and practices relating to disease surveillance and investigation and public health code.
- Minimum of two (2) years of supervisory experience.

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. 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 resume to vsherosky@dhd2.org. This position closes on August 31, 2020.

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

Revised 8/17/2020
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