



Clinton County Health District
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HEALTH COMMISSIONER OR DIRECTOR OF ADMINISTRATION – CLINTON COUNTY HEALTH DISTRICT (POSTED 4/7/2024) Resumes will be accepted from internal applicants until 4/15/2024; external applicants first review until 4/21/2024.

HEALTH COMMISSIONER QUALIFICATIONS: Must possess and maintain licensure in the State of Ohio as a physician, dentist, veterinarian, podiatrist, or chiropractor **or** possess a master's degree in public health or other equivalent master's degree in a health-related field (O.R.C. 3709.11).

OR

DIRECTOR OF ADMINISTRATION QUALIFICATIONS: Must possess a bachelor's degree in public health, health-related or science-related field. Must be in current pursuit of a master's degree in public health or other equivalent master's degree in a health-related field with completion date within one year of hire to assume the duties of Health Commissioner.

To be eligible for the position, all applicants must be a U.S. Citizen or possess a valid permanent resident card.

Job Description-

Position Summary: Plans, administers, supervises, and evaluates all public health programs and activities of the Clinton County Health District. Duties include performing skilled, professional work in the planning, administering, and performing of a variety of public health services in accordance with core public health functions and state and local public health codes. Directs the personnel in providing a variety of public health services. Manages public health staff and department budget. Reports to the Clinton County Board of Health.

Essential Duties and Responsibilities:

25%: Mission/Vision: Ensures Clinton County Health District achieves its mission and vision. Ensures that agency guiding values provide the foundation of all public health programs and services, are committed to health equity, and operate with accountability and are formulated on evidence-based practices. Implements the health district objectives through the coordination and oversight of division directors and staff. Provides expertise, leadership, and direction to guide decision making. Ensures advancement of health equity as a central focus of essential local public health services.

25%: Leadership/Management: Serves as the chief executive officer of the Clinton

County Health District. Supports a competent, diverse workforce and an inclusive organizational culture. Recruits, provides, or manages training for, and directly supervises staff; evaluates the performance of staff in accordance with established agency procedures. Aids in the development and implementation of policies, procedures, and training to promote improved performance and professional development of staff. Cooperatively plans, develops, and implements overall public health services and is responsible for the overall operation of the health district and its divisions. Reviews existing programs for efficiency, economy, and implements necessary changes in response to changing population demographics and updates to state and federal laws, rules, and regulations.

20%: Finance: Maintains oversight of financial management. Develops, recommends, and administers health district budget collaboratively with the division directors and the health district's business manager and fiscal clerk. Monitors expenditures for compliance with budget mandates. Works closely with Clinton County Auditor and Budget Commission relative to budget and funding appropriations. Supervises grant development and administration, including billing, with the division directors, business manager and fiscal clerk. Researches, finds, and develops alternative funding sources. Negotiates contract services and monitors contractor performance for compliance with program goals and contract provisions, both directly and cooperatively with the division directors, business manager, and fiscal clerk.

10%: Ethics and Compliance: Safeguards the adherence to principles of the ethical practice of public health. Assures compliance with external requirements, mandates, rules, and regulations. Maintains agency accreditation status and conformity to Public Health Accreditation Board (PHAB) standards and measures. Establishes and maintains monitoring and evaluation processes to ensure department activities follow state and federal mandates, agreements, policies, and regulations. Demonstrates agency accountability through performance management, quality improvement and workforce development. Coordinates and supervises data gathering, evaluation, and reporting through division directors and staff.

10% Community Liaison: Leads local public health system of partners to align resources to improve population-level health. Coordinates Health District functions with community, private, and public facilities and agencies. Develops, manages, and supports relationships with community partners, academic institutions, local and state-level agencies and public health professional organizations.

5%: Spokesperson: Responds to legislative and media/press inquiries and contacts. Prepares and gives public presentations. Directs the preparation and distribution of press releases and reports by the division directors and business manager. Serves as Secretary to the Board of Health under ORC. Serves as a trusted public health voice when speaking to the media.

5%: Advocacy: Advances the health district's public health policy agenda by building relationships with local and state policymakers and legislators. Has a close working

relationship with local, state, and federal agencies which provide technical assistance and support for public health services.

Other Duties and Responsibilities:

Emergency Response: In the event of a public health emergency, serves as incident commander/leader and connects department to local emergency operations.

Minimum Qualifications:

- Health Commissioner shall be a licensed physician, dentist, veterinarian, chiropractor, OR the holder of a master's degree in public health or an equivalent master's degree in a related health field as determined by the members of the board of health.
 - **OR** Director of Administration shall be in current pursuit of a master's degree in public health or an equivalent master's degree in a related health field as determined by the members of the board of health. Must obtain said master's degree within one year of appointment.
- A minimum of five or more years of progressively responsible experience in management or leadership position in a governmental public health department/district.

Knowledge, Skills, and Abilities:

Knowledge: Knowledge of best practices for provision of public health services. Knowledge of applicable regulations, policies, and procedures. Strong knowledge of budgeting and finance. Must be familiar with local public health laws/code and the extent of the use of authority in a public health emergency.

Skills: Strong planning, organization, and prioritization skills. Excellent verbal and written communication skills. Management and supervisory skills. Exceptional interpersonal skills, diplomacy, and tact. Must possess skill in the [Core Competencies for Public Health Professionals](#), including Analytical/Assessment, Policy Development/Program Planning, Communication, Cultural Competency, Community Dimensions of Practice, Public Health Sciences, Financial Planning and Management and Leadership and Systems Thinking.

Abilities: Ability to influence others across departments, directly or indirectly. Ability to effectively use a variety of computer software programs. Ability to exercise considerable tact and firmness in dealing with customers and the public. Ability to work as a team member and team leader. Ability to complete tasks within established deadlines. Ability to effectively process and maintain files and prepare reports. Must possess patience, flexibility, and the ability to deal with ambiguity. Must have commitment to health equity and public health, interest in advancing policies that promote and improve health outcomes and focus on strengthening local public health and public health infrastructure. Ability to use systems-level analysis.

Minimum Credentials:

The following credentials must be acquired and maintained prior to initial hire:

- Possess a valid driver's license and access to a motor vehicle.

The following credentials must be acquired and maintained. These credentials are not required upon initial hire but are required to be acquired after hiring within 6 months.

- **Licenses/Certifications:** Have or acquire certification in National Incident Management Systems (NIMS) Incident Command Systems (ICS) levels 100, 200, 300, 400, and 700 within six months of appointment.

Work Setting: The work setting is primarily in a typical office environment. Requires frequent meetings with department personnel, other governmental departments and officials and members of the community. Meetings will often occur outside of the department offices in the community. Will require frequent adjustments to a typical work schedule to accommodate the needs of the community. Requires occasional travel outside of the area for training, meetings, and conferences.

Compensation: Compensation is determined by the Board of Health compensation plan. This position takes part in a pension plan from the Ohio Public Employment Retirement System. Eligible for health insurance (medical, dental, vision, life), paid sick leave, paid vacation, and paid holidays.

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK (BCI).

Email resume, professional references and salary requirements to Pamela Walker-Bauer, Health Commissioner at: pbauer@clincohd.com. Applicants **MUST** submit a copy of their valid driver's license, college transcripts or degree, and any other pertinent licenses, certifications, or documentation, related to this position, with their resume, cover letter and 3-5 professional references. These items must be sent as requested.

**“The Clinton County Health District strives to keep our community healthy, educated and safe.”
Equal Opportunity Employer-Provider**