



Coshocton Public Health District Position Description

Job Title: <i>Health Commissioner</i>
Department/Group: <i>Health District</i>
Position Reports to: <i>Board of Health</i>
Civil Service Classification: <i>Unclassified</i>
FLSA Status: <i>Exempt</i>
Job Type: <i>Regular Full Time</i>
Current Pay: <i>\$40 per hour</i>

Position Introduction

The Health Commissioner is the chief executive officer of the health department. The Health Commissioner is responsible for the direct supervision of all departments. The Health Commissioner assures the development, maintenance, and implementation of the Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Workforce Development Plan, Performance Management Plan, Quality Improvement Plan, Branding and Marketing Plan consistent with standards identified by the Public Health Accreditation Board (PHAB). The Health Commissioner is authorized to approved and implement all decisions regarding personnel that fall within the budget, support the approved strategic plan, and are compliant with local, state, and federal laws and regulations. The Health Commissioner is the primary representative of the department in the community. Manages a diverse public health staff and department budget. Reports to the Coshocton Public Health District's Board of Health.

Minimum Qualifications

- As outlined in Ohio Revised Code 3709.11, The person appointed as commissioner shall be a licensed physician, licensed dentist, a licensed veterinarian, licensed podiatrist, licensed 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 in a general health district. He [she] shall be secretary of the board and shall devote such time to the duties of his [her] office as may be fixed by contract with the board. The commissioner shall be the executive officer of the board and shall carry out all orders of the board and of the [Ohio] department of health. He [she] shall be charged with the enforcement of all sanitary laws and regulations in the district. The commissioner shall keep the public informed regarding all matters affecting the health of the district.
- Minimum of 2 years of administrative or supervisory experience.
- Preferred 5 years of professional public health experience.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with agency's insurance policy.
- Must successfully pass drug screen and background check.

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.

- Have or acquire certification in National Incident Management Systems (NIMS) levels 100, 200, 300, 400, and 700 within six months of appointment.



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Essential Duties

The following are examples only and are not intended to be all inclusive.

- Plans and assures the effective implementation of programs to promote and protect the health of the Coshocton County population through active participation with Community Health Assessment, Community Health Improvement Planning, Quality Improvement planning and implementation, Workforce Development planning and implementation, and Performance Management implementation.
- Approves or declines division staff requests for time away (sick, vacation, training/travel, other) in a manner that assures adequate staffing levels.
- Leads by example with regular and predictable attendance.
- Assures agency's compliance with the agency's records retention policy.
- Assures agency's compliance with the agency's policy manual.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, seminars and conferences, and other job-related training sessions.
- Represents agency in the community and to the Board of Health.
- Responds to public health emergencies in accordance with response plans using the incident command system.
- Performs any and all other related duties in order to promote, further, and ensure the effective and efficient operation of the Coshocton Public Health District.
- Charged with the enforcement of all public health and sanitary laws and regulations in the district.
- Assures that the agency conducts organization strategic planning and monitors progress towards strategic goals.
- Assures the agency participates in or leads ongoing community health assessment and planning in partnership with other community stakeholders (e.g., hospitals and other health departments).
- Identifies and pursues funding from public and private foundation sources to address public health priorities identified through organization strategic planning and community health assessments.
- Seeks volunteer leadership positions with local funding agencies (e.g., United Way, Family First Council, community foundations, to encourage them to support public health priorities identified through community health assessment processes.
- Serves on boards and committees of other community organizations to assure that the agency is fully integrated into the local public health system.
- Chairs the Coshocton County Child Fatality Review Board; assures that the Review Board complies with statutory reporting requirements and communicates its findings to the community.
- Educates state and federal legislators and policy makers about funding and policy changes needed to address current and emerging public health problems.
- Serves and primary media spokesperson for the organization on public health topics or identifies other subject matter experts for that role if appropriate for a particular topic.
- Leads organizational efforts to achieve and maintain local health department accreditation from the Public Health Accreditation Board (PHAB).



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Work Environment

The following physical demands are typically exhibited by employees performing this job's essential duties and responsibilities.

- Being able to be stationary at desk, moving about the office space, and/or stooping/kneeling
- Manual dexterity when working on the computer, typing, entering data and performing other related tasks
- Communication with the public – visual ability as well as conversing and exchanging information – employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.
- Possible exposure to normal medical and/or office environment with associated risks of exposure to hazardous and/or infectious materials
- Possible expose to outside weather conditions ie: wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat.
- Lift or move 25 pounds

Additional Notes

Position is subject to a 30/60/90-day evaluation and a 180-day probationary period as outlined in the CPHD policy manual.

Coshocton Public Health District, is an equal opportunity employer, strives to hire and maintain a diverse and inclusive workforce that reflects the culture and demographics of the population we serve.