



VACANCY: Health Director

The City will be accepting applications for the position of Health Director from July 28, 2022 through August 11, 2022. Applicants who wish to be considered for this position shall submit a standard application, resume, references and cover letter to Nicole Ference, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

POSITION: Health Director
BUREAU: Public Health Administration
DEPARTMENT: Health and Welfare
SUPERVISOR: City Administrator
SALARY: \$80,000

HOURS OF WORK:

- a. 9:00 a.m. to 4:30 p.m. Monday through Friday.; one (1) hour paid lunch period.
- b. Ability to work off hours and on weekends when required.
- c. Exempt employee under FLSA.

DUTIES:

- a. Advocates for public health; builds constituencies and identifies resources in the community by generating supportive and collaborative relationships with public and private agencies and neighborhood groups and coalitions for effective planning, implementation, and management of public health activities.
- b. Assures the delivery of public health services are evidence- based and builds upon the scientific basis of public health.
- c. Oversees the daily activities and employees of the Bureau of Personal Health Services, Bureau of Environmental Health, Bureau of Preventive Health, Bureau of Public Health Preparedness, and administrative staff to assure the successful achievement of the department's vision, mission, and program objectives.
- d. Plans, coordinates, assigns, and reviews staff work; conducts staff performance planning and evaluations; acts on problems and concerns; approves leave; authorizes payroll.
- e. Organizes, leads, and manages staff to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; foodborne, waterborne and vectorborne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities
- f. Supervises staff, directs, and instructs staff as to schedules, methods, standards of performance, rules and regulations, safety precautions, and other matters affecting their work.
- g. Oversees the coordination, assessment, capacity building, planning, implementation, training, and evaluation efforts of all employees and programs.
- h. Enforces local and state public health and sanitary laws, rules, and regulations.
- i. Presents and interprets demographic, statistical, programmatic, and scientific information to professional and lay audiences.
- j. Educates the public about current and emerging health issues using multiple methodologies, including websites, the media and social networking tools.
- k. Develops, writes, implements, monitors, evaluates, and administers all grant-funded programs and contracts.

- l. Prepares annual Health Plan.
- m. Examines documents for correctness, prepares forms and other documents. Compiles statistical and productivity reports.
- n. Ensures proper execution of grant-related purchases for reimbursement. Reconcile all grant awards/expenditures on a monthly basis.
- o. Assess the public health needs of the communities and implements appropriate policies and programs that are evidence-based public health practices.
- p. Works in collaboration with the Pennsylvania Department of Health, Wilkes-Barre City Board of Health, Health Consultants, Medical Director, and other city offices in accordance with state statues and local ordinances and regulations to identify and solve health problems.
- q. Advocates on behalf of vulnerable individuals and populations to ensure that all people in the community are informed of available programs and services and are assisted in the utilization of those services.
- r. Provides leadership to drive the development of the Community Health Improvement Plan Process and policies that address local needs but are consistent with statewide activities.
- s. Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the community's health.
- t. Acts as liaison with appropriate local, state, and national organizations for the purpose of keeping abreast of current public health needs on the local, regional, statewide, and national level.
- u. Provides educational experiences for undergraduate and graduate students in nursing and public health.
- v. Advises the City administration in matters pertaining to public and employee health policy.
- w. Develops, prepares, manages, reviews, and monitors Health Department budget; monitors and oversees time studies, budget activity; approves purchase requests and expenditures.
- x. Serves as the on-call 24/7 for health-related emergencies.
- y. Out of town travel, as necessary.
- z. Performs other similar or related duties, as required or as situation dictates.

QUALIFICATIONS:

- a. Master's degree in Public Health, Hospital Administration, Public Administration, or a related discipline.
- b. Minimum of five (5) years of experience in public health administration, with supervisory experience or administrative experience in the field of public health.
- c. Experience and ability to manage a staff of 10-15 employees.
- d. Thorough knowledge of the principals and practices of public health administration.
- e. Thorough knowledge of the principals and practices of preventive health, environmental health, communicable diseases, and all hazard events.
- f. Considerable knowledge of the principals, practices, and current developments in the field of public health.
- g. Ability to establish and maintain effective working relationships with associates and the public.
- h. Ability to express ideas effectively, both orally and in writing. Planning and organizational skills are essential.
- i. Proficient in coalition building/organizing, working in diverse communities, and collaborating with volunteers in program development and project management.
- j. Ability to maintain records and to keep records and information in a confidential manner.
- k. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, program participants, community leaders, the media, and the general public.
- l. Proficiency with MS Office programs, particularly Excel, Word, and Outlook.
- m. Ability to learn and use computer programs required by the department.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Sedentary position which requires occasional standing, walking, bending, lifting and/or stooping.
- b. Positions require work within an office environment with minimal exposure to the outside elements.

OTHER:

- a. Employees shall be required to reside within the City or within 13.5 standard miles of City Hall, 40 East Market Street, Wilkes-Barre, PA 18711.