



Public Health
Prevent. Promote. Protect.

Butler County
General Health District



*Advancing
public health
performance*

A Nationally Accredited Health District

Job Title:	Health Commissioner
Responsible to:	District Board of Health
Public Health Core Competency Level:	Level Three (see Attachment A)
Positions Supervised:	Departments of environmental, nursing, health promotion, emergency preparedness, harm reduction, quality improvement, plumbing, and office staff.
Pay Range:	Salary will be based on candidate's experience, skills, education and training.

Essential Functions: An appointed public official who serves as the Health Commissioner of the Butler County General Health District and liaison of the Butler County District Board of Health. The Health Commissioner reports directly to the District Board of Health. The Board of Health prescribes the terms and conditions of appointment in accordance with Ohio law. The term may not exceed five years and may be renewed.

Minimum Qualifications:

- Master's degree in Public Health or an equivalent Master's degree in a related field as determined by the Board of Health.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100; 200; 700; 800; 300; and 400.
- The Health Commissioner shall have a minimum of five years previous experience in senior management or leadership positions in a public health department.
- Valid Ohio Driver's license in good standing and insurable under Butler County Board of Health's policy.

Statutory Requirements

- 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 field as determined by the members of the Board of Health in the General Health District. The Health Commissioner shall be a liaison for the board and shall devote such time to the duties of the position as expressed in the contract with the board. The Health Commissioner shall be the executive officer of the board and shall carry out all orders of the board and the Ohio Department of Health. The Health Commissioner shall be charged

with the enforcement of all sanitary laws and regulations in the district. The commissioner shall keep the public informed in regard to all matters affecting the health of the district. [Ohio Revised Code Section 3701.11]

Position Specific Responsibilities:

- This is a comprehensive and analytical administrative position responsible for directing, planning, organizing, supervising, and coordinating all operations of the Butler County General Health District. Extensive leeway is granted for exercising independent judgment and initiatives. This position directs, supervises and prioritizes the work and performance of the environmental, nursing, health promotion, emergency preparedness, harm reduction, quality improvement, plumbing, and office staff. The Health Commissioner meets and confers with public officials, community and state agencies, and the public to discuss and share all public health policies, programs, and services.

Required Knowledge, Skills and Abilities

- Knowledge of the administration principles and practices of county health departments.
- Ensures public health programs are consistent with public health laws and regulations, and that public health laws are enforced fairly and consistently.
- Proficient understanding of the social determinants of health and how they influence health disparities.
- Provide overall direction for the Community Health Assessment (CHA), Community Health Improvement Plan (CHIP) and strategic plan, through assessment, policy development, and evaluation.
- Develops and maintains community relationships/partnerships to address health needs.
- Knowledge of the functions and programs of the community and other agencies, and public health resources.
- Skilled in motivation, coordination, management, and evaluation of departmental programs and staff.
- Ability to communicate well both orally and in writing, in person, and through electronic means with linguistic cultural proficiency.
- Ability to develop solutions to problems by using logical thought processes.
- Ability to multi-task by performing difficult and technical tasks with accuracy under pressure.
- Assists the Board of Health in managing its governance proceedings, member orientation, and continuing education.
- Ability to demonstrate leadership and skills in assessment, program development, implementation, evaluation, and community collaboration/engagement.
- Promotes diversity and inclusivity in the public health workforce.

Primary Duties include (general summary and not all inclusive):

- Develops goals, plans, and evaluations to address public health needs and services.
- Confers with other professionals to identify and assess public health needs and problems.
- Supervises the preparation of operating budgets and financial reports.

- Critiques strategies for determining budget priorities and recommends budgetary priorities for the organization.
- Assesses job performance of direct reports on an annual basis or more frequently, if necessary, and identifies opportunities for individual performance improvement.
- Reviews personnel recommendations from Directors/managers and makes hiring recommendations to the Board of Health.
- Serves as a liaison with the Board of Health and community stakeholders.
- Convenes and staffs the Health District Advisory Council in close consultation with the Council Chair.
- Assesses and insures compliance with state and local health laws and regulations.
- Attends meetings, conferences, and workshops when appropriate.
- Plans, directs, and coordinates personnel activities of grant.
- Leads organizational efforts and structure to maintain accreditation from the Public Health Accreditation Board.

Other:

- Serves a probationary period of 120 days
- Must be able to respond to public health emergencies or exercises 24/7, except while on scheduled vacation or other leave
- May be required to play an active leadership role in the event of a public health emergency, which may include changes in responsibilities and working hours
- Evening and weekend work may be required during public health events, investigations or emergencies
- Other duties as assigned
- Position may be subject to background check
- Valid OHIO Driver's license in good standing, and insurable by the Board of Health's Policy
- Complete required FEMA classes within 6 months of hire
- Public Health Core Competencies Level Three position (See Attachment A)

Is this position EXEMPT or NON-EXEMPT from compensatory time?	EXEMPT
Is this an EXECUTIVE, PROFESSIONAL LEADERSHIP position?	YES
Does this position require advanced TECHNICAL skills?	YES
Is this position FULL TIME or PART TIME?	FULL
Is this a 100% GRANT FUNDED position?	NO

Please send resume with cover letter explaining your interest in this position or special qualifications to BOHCommissioner@butlercountyohio.org. Position is posted on our website at <http://health.bcoho.us>. Interested candidates must have application materials **submitted by 9/30/2021** in order to be considered.

An Equal Opportunity Employer

Appendix A.
Public Health Core Competencies, Level Three Position

Requires the following:

Analytical/Assessment Skills

1. Determine quantitative and qualitative data and information (e.g., vital statistics, electronic health records, transportation patterns, unemployment rates, community input, health equity impact assessments) needed for assessing the health of a community
2. Ensure ethical principles are applied in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
3. Makes evidence-based decisions (e.g., determines research agendas, using recommendations from The Guide to Community Preventive Services, Healthy People 2030 and other sources in planning population health services)
4. Advocates for the use of evidence in decision making that affects the health of a community (e.g., helps policy makers understand community health needs, demonstrates the impact of programs)

Policy Development/Program Planning Skills

1. Ensure development of a state/Tribal/community health improvement plan (e.g., describing measurable outcomes, determining needed policy changes, identifying parties responsible for implementation)
2. Develop organizational strategic plan (e.g., includes measurable objectives and targets; incorporates community health improvement plan, workforce development plan, quality improvement plan, and other plans) with input from the governing body or administrative unit that oversees the organization
3. Examines the feasibility and implications of policies, programs, and services (e.g., fiscal, social, political, legal, geographic)
4. Ensure the evaluation of policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment)

Communication Skills

1. Communicates in writing and orally using proper grammar and punctuation taking health literacy level of the intended reader into consideration.
2. Ensure that the organization seeks input from other organizations and individuals (e.g., chambers of commerce, religious organizations, schools, social service organizations, hospitals, government, community-based organizations, various populations served) for improving the health of a community
3. Facilitates communication among individuals, groups, and agencies
4. Evaluate strategies for communicating information to influence behavior and improve health (e.g., use social marketing methods, consider behavioral theories such as the Health Belief Model or Stages of Change Model)
5. Solicits input from individuals and organizations for improving the health of a community (e.g., chambers of commerce, religious organizations, schools, social service organizations, hospitals, government, community-based organizations, various populations served)

Cultural Competency Skills

1. Describes the ways diversity influences policies, programs, services, and the health of a community
2. Describes the diversity of individuals and populations in the entire community

3. Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
4. Ensures the diversity of individuals and populations is addressed in policies, programs, and services that affect the health of a community
5. Assesses the effects of policies, programs, and services on different populations in a community

Community Practice Skills

1. Assess the roles and responsibilities of governmental and nongovernmental organizations in providing programs and services to improve the health of a community
2. Facilitates collaborations among partners to improve health in a community (e.g., coalition building)
3. Engages community members to improve health in a community (e.g., input in developing and implementing community health assessments and improvement plans, feedback about programs)
4. Defend policies, programs, and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program)

Public Health Sciences Skills

1. Applies public health in the delivery of the 10 Essential Public Health Services sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics)
2. Applies public health sciences in the administration and management of programs
3. Retrieves and use evidence from print and electronic sources to support decision making, in developing, implementing, evaluating, and improving policies, programs, and services (e.g., PubMed, Journal of Public Health Management and Practice, Morbidity and Mortality Weekly Report, The World Health Report)

Financial Planning and Management Skills

1. Manages programs within current and projected budgets and staffing levels (e.g., sustaining a program when funding and staff are cut, recruiting and retaining staff)
2. Establishes teams for the purpose of achieving program and organizational goals (e.g., considering the value of different disciplines, sectors, skills, experiences, and perspectives; determining scope of work and timeline)
3. Motivates personnel for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view)
4. Engage governmental agencies with authority to address specific community health needs

Leadership and Systems Thinking Skills

1. Collaborate with individuals and organizations in developing a vision for a healthy community (e.g., emphasis on prevention, health equity for all, excellence and innovation)
2. Take measures to minimize internal and external barriers that may affect the delivery of the 10 Essential Public Health Services (e.g., using root cause analysis and other quality improvement methods and tools, problem solving)
3. Ensure continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results)
4. Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities