

Worcester County Job Opportunities

DEPARTMENT: WORCESTER COUNTY HEALTH DEPARTMENT
JOB TITLE: HEALTH OFFICER (PROGRAM MANAGER SENIOR II)
COMPENSATION: BASED ON EDUCATION AND EXPERIENCE (GRADE 24 \$73,612 MINIMUM ANNUALLY)
APPLICATION PERIOD: APRIL 20, 2017- APRIL 28, 2017 AT 4:30PM
WORK LOCATION: WORCESTER COUNTY HEALTH DEPARTMENT SNOW HILL, MD

JOB SUMMARY: This individual plans, directs, and administers all programs of the Worcester County Health Department. The Health Department has 250 employees and a \$22 million dollar budget. The Health Officer is the agency executive officer and secretary of the County Board of Health. This Individual will report directly to the Deputy Secretary for Public Health Service. This is a full time State position with Maryland State benefits.

GENERAL REQUIREMENTS:

- Must have a valid driver's license
- Must be available to take calls 24/7 and respond to emergencies during off hours

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Administers public health programs through the supervision of program managers; plans, implements and provides oversight for those programs and their budgets. Acts as Program Administrator for categorical grants from federal and state agencies and other funding sources when available. Appoints and supervises personnel and ensures that personnel policies and procedures are being followed.
- Enforces county and state laws, policies, rules, and regulations to protect the public health and safety of the population in the county and state, including environmental health rules established by the county and state.
- Monitors mortality, morbidity, and other disease trends; supervises investigation and control of disease outbreaks; and informs elected officials, the public, and the media regarding urgent and emerging health concerns in the area.
- Provides consultation on public health issues to private citizens and agencies. Provides leadership in disseminating knowledge on disease prevention and health promotion to the general public, agencies within the county, and the state. Serves as an advocate for the control of preventable disease.
- Provides leadership in natural and bioterrorism emergencies in area of incident command, investigation, remediation, planning, education of health department staff and community, and working with health department staff and local, state, and federal agencies.
- Acts as a spokesperson and liaison for Department of Health and Mental Hygiene at the local level; responds to official correspondence. Develops policy recommendations and guidelines to protect the public health. Acts to link people in the county to needed health services.
- Ensure medical oversight for clinical services through a senior medical officer.
- Supervises Health Department Deputies, Executive Assistant, and other senior line staff.
- Works with DHMH, County Commissioners, Board of Health, Local Health Department, WCHD Program Directors, Directors and Representatives of County Agencies, Private Community Agencies and Coalition Group; State Legislators, general public and the media.

QUALIFICATIONS AND SKILLS:

- Master degree in public health and two years' work experience in the field of public health or Bachelor's Degree and five years' work experience in the field of public health
- Experience with and ability to operate personal computer, laptop, I pad, telephone, calculator, fax machine, copier, cell phone, and motor vehicle
- Ability to communicate both verbally and written
- Ability to work in a pleasant and harmonious manner with co-workers and the general public

WORKING CONDITIONS:

- Primarily in an office setting with sedentary work, constant sitting, viewing, frequent talking, hearing, occasional pushing, pulling, carrying, and lifting up to 10 lbs.
- When participating in incident command for natural and/or bioterrorism emergencies exposure to hazardous conditions may occur. When participating in incident command for natural and/or bioterrorism emergencies use of protective equipment will be required.

APPLICATIONS AND RESUMES SHOULD BE SENT TO:

STACEY NORTON, HR DIRECTOR
WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1301
SNOW HILL, MD 21863-1213

APPLICATIONS CAN ALSO BE SENT BY FAX TO 410-632-5614 OR EMAILED TO SNORTON@CO.WORCESTER.MD.US

FOR QUESTIONS PLEASE CALL 410-632-0090.

As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. We thank our Veteran for their service to our country and encourage them to apply.