

OPERATIONS MANAGER, OFFICE OF HEALTH PROTECTION, PERRY COUNTY IL HEALTH DEPARTMENT

Distinguishing Features of Work

Develops, manages and maintains all aspects of the office of health protection including but not limited to; department budget, establishment of health protection goals and the daily operation of the day to day activities of the department. Responsible for detection of threats, response plan initiation, and mitigation of any natural or man-made threats to the health department's daily operation and/or the general public's health. Manages and monitors all departmental computer equipment operations including installation, purchasing, licensing, and vulnerability testing. Coordinates and carries out all functions of the local health protection grant; including potable water, private sewage, food protection, bioterrorism and communicable disease investigations, and vector control. This position is not part of a bargaining unit.

Credentials and Experience

Must be able to create and operate the Office of Health Protection department. Excellent computer and communication skills are a must. A Bachelor's Degree in Environmental Health, Biology, Teaching, Chemistry or related field is required. Must have at least two years public health practitioner experience, and show creative business acumen. Candidate must be a Licensed Environmental Health Practitioner, or be able to sit for the LEHP exam within 6 months. Requires specialized skills in effective communication with persons of varying educational levels.

Requires computer skills and two-years of work experience in but not limited to; current health department software products, computer programming, operating systems, GIS software, Arc View and other geo-spatial mapping components and website programming and maintenance.

Knowledge, Skills, and Abilities

- Plans, coordinates and oversees computer programs
- Designs and provides technical assistance and training to meet the needs of contractors and subcontractors, homeowners, community – based organizations, or other state agencies
- Implement state standards for local health protection and supervise and coordinate the activities of professional staff
- Develop the office of health protection protocol, required training, and daily operation standards
- Develop and follow a departmental budget
- Develop annual goals and write a status report at year's end
- Coordinates all responses from the public about complaints arising from non-compliance issues

- Educates all interested parties regarding local health protection regulations
- Ability to operate the office of health protection programs and computer system functions in a frugal and effective manner
- Ability to assist disease (or other health related) investigations by providing GIS mapping

Major Duties and Responsibilities

- Performs professional functions in conducting and coordinating all inspections, including but not limited to;
- Compliance and enforcement of sections § 615.310, 615.320, 615.340 and vector control of the Local Health Protection Rules and Regulations
- Conduct investigations including a written final report for any complaints and incidents of non-compliance
- Compiles, files, and disseminates statistical reports including tables and text using spreadsheet software
- Assists Administrative Assistance with periodic supply and equipment inventories
- Establishes and maintains permanent files; files and retrieves files as requested
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Ability to handle and resolve recurring computer problems
- Ability to update and maintain the health department's website
- Performs other related duties as required

To apply for this position please send your resume with a cover letter to: Perry County Health Department, P.O. Box 49, Pinckneyville, IL 62274, or fax to (618) 357-3190.