

## Employment Opportunity Health Officer

**Salary:** \$95,000 to \$135,000 depending on qualifications and experience, plus benefits.

**Job Type:** Full-Time

**Location:** Benzie and Leelanau Counties – Michigan

**Position:** Health Officer

**Definition:**

The Benzie-Leelanau District Health Department is accepting resumes for the position of Health Officer. The Health Officer is the chief administrative officer for the Health District, responsible to the Board of Health for all matters pertaining to public health, and for providing necessary assessment and assurance activities related to the health needs of the community. Working in collaboration with the Board of Health and Medical Director, the Administrative Health Officer manages the overall organization and operation of the Agency. Ensures compliant and effective enforcement of public health laws and regulations and achievement of established standards and best practices. Provides leadership of public health programs and administrative direction for staff. Collaborates with the Medical Director to ensure that all health care practices, procedures, and protocols conform to current standards of medical practice. Serves as a liaison between the Agency, the public, and community partners.

This is a contractual position that reports to the Board of Health.

**Essential duties may include, but are not limited to:**

1. Practices and supports visionary leadership. Works with the Board of Health, staff, and other stakeholders to develop, articulate, and share the vision for public health and the agency. Creates a sense of mission. Articulates and models professional values and ethics. Facilitates organizational mission development and reassessment, develops policies and processes that translates mission and vision into action.
2. Directs the design, development and implementation of policies, procedures, and programs to prevent disease and disability and promote the health of individuals, families and the community through health education and promotion; disease prevention and control; health interventions for at risk client populations; and the prevention and control of environmental health hazards. Enforces local, state, and federal regulations pertaining to public health code and communicates all such actions with the Board of Health.
3. Provides executive leadership to, and is responsible for, the overall fiscal and operational management of the agency. Works closely with Division Directors to develop and monitor a fiscally sound annual budget. Identifies and pursues funding from public and private foundation sources to address public health priorities identified through organizational strategic planning and community health assessments.

4. Leads and evaluates the incorporation of the Agency's core values and strategic initiatives into the recruitment, training, development, and retention of a diverse employee workforce. Develops organizational team structures focused on customer service, continuous quality improvement, and accreditation standards.
5. Develops and sustains effective community partnerships with local and municipal policy makers and executive staff, health and social service agency leaders, business leaders, educational leaders, and others in order to advance the strategic objectives of the Agency related to community and public health. Represents the agency at select local, state, and national meetings and within organizations relevant to community and public health.
6. Identifies and assesses health care and health education needs of current and unserved client populations and develops plans to extend services to unserved and under-served populations. Promotes the use of effective public health practices among other practitioners and agencies. Identifies and interprets emerging trends in public health and provides information, analysis, and general guidance to the Board of Health, stakeholders and community partners.
7. Communicates regularly with the Board of Health, directors, staff, community partners, and the public through in person meetings, community forums, social media, and written reports about significant trends and events of importance to the agency and the public. Drafts and reviews local public health regulations as required by Public Health Code.
8. Leads the agency through local emergency or outbreak response by activating and mobilizing emergency preparedness plans. In conjunction with the Medical Director, serves as communicable disease expert. Educates and supports emergency responses for community partnerships with hospitals, clinicians, colleges, schools, businesses, community-based organizations, and volunteer groups. Participates in the After-Action Report/Improvement Plan (AAP/IP) to review emergency response for alignment with preparedness doctrine and related frameworks and guidance and makes recommendations for improvements.

Perform other such duties as assigned by the District Board of Health, as well as other mandated duties as contained in MCL 333.2221 and MCL 333.2224.

**Non-Essential Functions:**

1. Serves as the primary media spokesperson for the Agency on public health topics, or identifies other subject matter experts, as appropriate.
2. Leads the organization to achieve and maintain state and/or national accreditation.
3. Provides on call availability 24 hours a day, seven days a week, 365 days a year, or makes arrangements for appropriately qualified coverage.
4. Exemplifies, supports, and promotes the agency's mission, vision, and fundamentals.
5. Maintains appropriate licensure and/or certifications.
6. Incorporates ethical standards of practice as the basis of all interactions with employees, the public, organizations, community partners, and Board of Health.

**Education and Experience:**

This position must meet the qualifications specified by the Michigan Public Health Code, Section R.325.13003, Rule 3, and must be approved by the Michigan Department of Health and Human Services as required by Michigan Public Health Code PA 368 of 1978.

Rule 3 of Section R. 325.13003 Administrative health officer; qualifications:

An administrative health officer shall comply with one of the following requirements:

1. Have an M.P.H. or M.S.P.H. degree and 3 years of full-time public health administrative experience,
2. Have a related graduate degree and 5 years of full-time public health administrative experience,
3. Have a bachelor's degree and 8 years of full-time public health experience, 5 years of which shall have been in the administration of a broad range of public health programs.

**Preferred Knowledge and Experience:**

Proficient in:

1. The principles and practices of public health, health education, disease prevention and control,
2. The knowledge of federal, state, and local statutes and regulations governing the delivery of, and financing for, public health services,
3. The professional and ethical practice standards for public health practitioners,
4. The principles and practices of public administration,
5. The knowledge of public health care accreditation requirements and standards,

Demonstrated ability to write requests for grant proposals and develop and execute budget construction and administration. Must exhibit excellent verbal and written communication skills, interpersonal and human relation skills, and contract administration principles and practices.

**Application Deadline:**

Cover letter and resume can be mailed to the Benzie-Leelanau District Health Department; 6051 Frankfort Highway, Suite 100; Benzonia, Mi 49616, attention: Dodie Putney or emailed to [dputney@bldhd.org](mailto:dputney@bldhd.org). Deadline for submitting cover letters and resumes is by the end of the day on July 25, 2024. Applicants will remain confidential until and unless the applicant is asked to interview for the position. Interviews will be in a public meeting. Benzie-Leelanau District Health Department is an equal employment opportunity employer.