

**POSITION DESCRIPTION
COUNTY OF PORTER, INDIANA**

POSITION:

Administrator/CEHS

DEPARTMENT:

Health

WORK SCHEDULE:

8:30 a.m. - 4:30 p.m., M-F

JOB CATEGORY:

EXE (Executive)

DATE WRITTEN: January 2022

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Porter County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Administrator/CEHS for the Porter County Health Department, responsible for supervising personnel, overseeing daily operations, and administering department policies and procedures.

DUTIES:

Oversees and directs Health Department operations to provide Porter County citizens with public health services in accordance with professionally recognized standards and practices, including implementing personnel policies and procedures, assisting with development and coordination of new programs, recommending/implementing efficiency improvements, and resolving problems and conflicts as needed.

Responds to health-related incidents 24-hours a day, 365 days a year. Works with Fire and Police Departments, Hazmat, EMA, and Health Department Emergency Preparedness Coordinator to coordinate plans for keeping public safe.

Monitors daily activities of all divisions within the health department, including responding to requests, questions, and problems concerning environmental and food protection health issues.

Supervises department employees, including analyzing workload and human resource needs, interviewing candidates, making hiring decisions, controlling work assignments, setting goals, training, determining significant changes in responsibilities, evaluating performance, reviewing salaries, recommending personnel actions, keeping supervisor and assigned staff informed, maintaining discipline, and recommending corrective action.

Performs and oversees payroll and accounting operation including reviewing reports, approving claims, and developing and administering annual budgets.

Monitors current public health legislation to ensure department complies with all applicable codes, laws, rules, requirements, and safety procedures.

Maintains frequent contact with personnel and officials from other government and regulating agencies to resolve problems and coordinate operations.

Coordinates special field inspections and investigations as requested by department personnel. Takes corrective and/or legal enforcement actions as required.

Works with Health Officer and County Health Board to develop and review current County health policies. Reviews highly sensitive personnel and legal problems with the Health Officer and attorney as needed.

Prepares a variety of monthly, quarterly, and annual reports as required by State Board of Health, County Health Board, and other government and regulating agencies.

Attends monthly Board of Health meeting and other County/agency meetings, making presentations and responding to inquiries regarding departmental operations/services.

Represents the Health Department to the public, responding to complaints and inquiries, attending meetings and conferences with Indiana State Department of Health (ISDH) and other government/County agencies, coordinating and/or resolving problems with services, responding to assistance needs, and providing information upon request.

Attends professional education workshops and training seminars as required.

Attends local meetings and/or serves on committees as directed.

Testifies in legal proceedings/court as necessary.

Performs duties of other department personnel in their absence or as needed.

Responds to public health emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in Environmental Science, Public Health Science, Chemistry, Biology or related discipline with training and/or experience in public food/environment health, and experience in administration and/or supervision of health-related operations.

Ability to meet all department hiring requirements, including passage of a drug test.

Working knowledge of standard principles and practices of public health administration with ability to effectively administer department operations, maintain accurate records and files, and develop/implement department policies and procedures.

Working knowledge of federal, state, and local laws and regulations governing Health Department operations and ability to ensure compliance with all legal requirements.

Working knowledge of the County budget process and ability to ensure proper preparation and administration of department budget and related financial procedures and controls.

Working knowledge of and ability to make practical application of state and federal employment laws, County personnel policies, and public sector structure.

Working knowledge of standard office procedures and department computer programs, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence, documents, and detailed written reports as required.

Ability to effectively supervise and delegate duties and responsibilities to department personnel.

Ability to operate standard office software and equipment, including computer, calculator, and vehicle.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Board of Health, ISDH, personnel from a variety of other health-related agencies, local media, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, compare, analyze, investigate, and evaluate data, and make determinations, develop concepts, or interpretations based on data analysis.

Ability to count, compute, and make simple arithmetic calculations.

Ability to file, post, and mail materials.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/coordinate numerous and diverse work projects, and manage time and resources effectively.

Ability to influence others to act favorably, utilize good judgment in extreme and uncommon situations, and maintain constructive relationships.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to maintain positive community support and coordinate and present public speaking presentations and special events.

Ability to testify in legal proceeding/court.

Ability to perform duties of other department personnel in their absence or as needed.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally travels out of town for meetings/conferences, sometimes overnight.

Ability to respond to public health emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties in accordance with established goals and objectives, professional standards, and legal requirements, exercising judgment to review and revise policies, supervise department personnel, resolve conflicts/problems, and ensure effectiveness of department operations and compliance with regulations. Incumbent's work includes a broad range of administrative, supervisory, and public health duties, often requiring careful analysis and consideration of individual and departmental situations.

III. RESPONSIBILITY:

Incumbent ensures proper direction and administration of the Porter County Health Department and is accountable for department results. Goals and objectives of incumbent's work are generally established, with highly sensitive circumstances discussed with supervisor at incumbent's discretion. Work is primarily reviewed for attainment of objectives and compliance with department and legal policy. Rarely does incumbent makes decisions in the absence of policy/procedures and/or guidance from supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Board of Health, ISDH, personnel from a variety of other health-related agencies, local media, and the public for purposes of exchanging ideas and information and explaining and interpreting policies and procedures.

Incumbent reports directly to Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying/pushing/pulling objects weighing up to 25 pounds, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly. Incumbent maintains frequent contact with the public and may be exposed to irate/hostile persons.

Incumbent occasionally works extended hours, evenings, and/or weekends and occasionally travels out of town for meetings/conferences, sometimes overnight. Incumbent is on call on a rotation basis and responds to public health emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrator/CEHS for the Porter County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name