



Planning Promotion and Preparedness Director

Department:	Administration
Type:	Full time (35 hours/week), salaried, exempt
Date Posted:	Friday, October 8, 2021
Rate:	\$2,753.11 - \$4,830.75 Bi-Weekly
Application Deadline:	Friday, October 22, 2021
Probationary Period:	180 days

Job Duties:

Qualified candidate will be responsible for planning, directing, managing, and overseeing the activities and operations of community epidemiology, emergency preparedness, health education, and marketing/public information. Ensures compliance with all federal, state, and local laws and regulations as required by each program. Considerable leadership skills, interpersonal skills, oral and written communication abilities. Plan, develop, implement, and evaluate programs, and services that promote community health, health education, emergency preparedness. Preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing, and responding to public and private grant opportunities. Analyze internal operations and recommend implementation of procedural and/or policy changes to provide continuous quality improvement of operations.

All health district team members have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Greene County Public Health Emergency Response Plan.

Minimum Qualifications:

Bachelor's Degree (four-year college or technical school) Required, Field of Study: Biostatistics/statistics, epidemiology emergency preparedness, health promotion, or public health.

Master's degree Preferred, Field of Study: Public Health.

Eight (8) plus years of experience in public health or equivalent.

Minimum three (3) years supervisory experience.

Masters' degree may be considered in lieu of one (1) year of required supervisory experience.



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Greene County

Greene County Public Health

Melissa Howell, MS, MBA, MPH, RN, RS, Health Commissioner
Kevin L. Sharrett, MD, Medical Director

Microsoft Office required. Adobe Acrobat, Easy Clocking, Health District Information System (HDIS), ImpactSYS, Ohio Department of Health Gateway programs (e.g., Medicaid A Claiming, MATCH, AHLERS, etc.), SharePoint and to be acquired upon hire.

Work Schedule:

Monday through Friday 8:00 a.m. – 4:00 p.m., with one-hour unpaid lunch.

Benefits:

Greene County Public Health offers holidays, personal leave, sick leave, vacation, tuition reimbursement, EyeMed vision, United HealthCare dental, life and medical, Ohio Public Employees Retirement System (OPERS), County Commissioners Association of Ohio Deferred Compensation and Ohio Deferred Compensation.

Contact Information:

For general questions regarding the position, please contact:

Human Resources

(937) 374-5620

jalfaro@gcph.info

To be considered for this position, please submit application, or resume and cover letter by 4 p.m., Friday, October 22, 2021, to:

- Health Commissioner
- Greene County Public Health
- 360 Wilson Drive
- Xenia, Ohio 45385
- jalfaro@gcph.info
- (937) 374-5699 fax

Additional Information:

Applicants will be selected for interviews based on qualifications and the quality of resumes and cover letters. Successful applicants must complete a criminal background check.

360 Wilson Drive • Xenia, Ohio 45385
(937) 374-5600 • toll free (866) 858-3588 • Fax (937) 374-5675
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