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January 24, 2023

NOTICE OF VACANCY

TITLE: **DIVISION HEAD/HEALTH OFFICER**

JOB STATUS: Full Time 40 Hours/Week - Unclassified/Non-Represented

DEPARTMENT/DIVISION: Department of Health and Human Services
Division of Health

STARTING SALARY: \$110,956.00 (NR-17) (2022)

CLOSING DATE: February 2, 2023

START DATE: To be determined

JOB DUTIES:

- ❖ Under direction, recommends local public health policies; plans, develops, coordinates and directs the work program of a local health department/division.
- ❖ Responsible for the day to day operations, administration, supervision, staffing, reporting, monitoring, budgeting, strategic planning, dissemination of information and service provision pursuant to all applicable laws, rules and regulations pertaining to county responsibilities for the Division of Health.
- ❖ Directs and coordinates the inspection, investigation, legal and other measures required to carry out the provisions of local and state health laws.
- ❖ Supervises sanitation measures and inspections throughout the county.
- ❖ Maintains a current, accurate record of all reportable diseases reported within a municipality.
- ❖ Investigates and/or directs the investigation of contacts and contagious diseases.
- ❖ As is provided for in the health ordinance issues certain licenses and permits.
- ❖ Inspects and/or supervises the inspection of establishments as required to assure compliance with the law.
- ❖ Reviews proposed State Environmental Health and Safety legislation.
- ❖ Advises local government bodies, i.e. Boards of Health and Township Committees, on developing local ordinances.
- ❖ Directs the enforcement process of environmental court actions.
- ❖ Directs the completion of grant applications and the administration of the division's grant programs and all funding sources.

Program responsibilities include: Environmental Health, Public Health Nursing, Chest Clinic, Mosquito Control, Medical Examiner, Special Child Health Services, Weights and Measures, County Hazardous Materials (HAZMAT) Unit, County Public Health Emergency Preparedness and Response Programs, Right to Know Program, Clean Communities Program, and Community Environmental Health Act (CEHA) Program.

MINIMUM REQUIREMENTS:

LICENSE:

Possession of a valid Health Officer license issued by the New Jersey Department of Health.

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

EDUCATION:

Graduation from an accredited college or university with a Bachelor's Degree in Public Health, biological, environmental or physical sciences with additional professional and graduate studies. Master's degree or Doctorate in one of the above disciplines preferred.

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EXPERIENCE:

Five (5) years of progressively responsible administrative experience in planning, organizing and directing a broad array of public health services.

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RETURN COMPLETED APPLICATIONS AND RESUME TO:

(Standard County Application Form is located at the following address or www.sussex.nj.us)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton, NJ 07860

Email: employeeservices@sussex.nj.us

Fax: 973.579.0355

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.