

POSITION: HEALTH DIRECTOR
BUREAU: ADMINISTRATIVE STAFF
DEPARTMENT: HEALTH
SUPERVISOR: CITY ADMINISTRATOR

RATE OF COMPENSATION:

- a. The 2007 salary for this position is \$64,113.00.

HOURS OF WORK:

- a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.

DUTIES:

- a. Supervises all Health Department employees.
- b. Performs periodic employee performance evaluations.
- c. Makes personnel recommendations to administration.
- d. Direct all Department activities.
- e. Makes appropriate assignments of duties as indicated.
- f. Makes public health presentations throughout City.
- g. Prepare budget documents.
- h. Prepares annual Health Plan.
- i. Submits required reports as necessary.
- j. Directs and monitors grants and contracts.
- k. Works closely with Board of Health, Health Consultants, and Medical Director.
- l. Acts as liaison with appropriate local, state, and national organizations.
- m. Advises the City administration in matters pertaining to public and employee health policy.
- n. On call for health related emergencies.
- o. Travel throughout state on a monthly basis.
- p. Other related duties as assigned.

QUALIFICATIONS:

- a. Thorough knowledge of the principals and practices of public health administration.
- b. Thorough knowledge of the principals and practices of preventative medicine.
- c. Considerable knowledge of the principals, practices and current developments in the general field of medicine.
- d. Ability to establish and maintain effective working relationships with associated and the public.

- e. Ability to express ideas effectively, both orally and in writing.
- f. Masters degree in Public Health, Hospital Administration, Public Administration or a related discipline.
- g. Minimum of four (4) years of supervisory or administrative experience in the field of public health.
- h. Excellent computer skills required.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Sedentary position which requires occasional standing, walking, bending, or stooping.
- b. Positions require work within an office environment with minimal exposure to the outside elements.

OTHER:

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.

Interested applications should submit a resume and letter of interest no later than April 15, 2007 to:

Christine M. Jensen, SPHR
Director of Human Resources
City of Wilkes-Barre
40 East Market Street
Wilkes-Barre, PA 18711
570.208.4112 – tel
570.208.4124 – fax
cjensen@wilkes-barre.pa.us