



Position Description

Position Title:	Health Commissioner			Position #:	825
Working Title:	Health Commissioner			CS Status:	Classified
Division or Unit:	Administration			Reports to:	Board of Health
Employment Status:	Full Time	Pay Grade:	R10	FLSA Status:	Exempt
Funding Source:	Various				
This position description was last approved by the Board of Health on:				July 24, 2023	
Approved last by Canton Civil Service Commission:					

Position Summary:

Plans, administers, supervises and evaluates all public health programs and activities of Canton City Public Health. The Health Commissioner’s duties include performing skilled, professional work in the planning, administering and performing of a variety of public health services in accordance with core public health functions and state and local public health codes. Directs the personnel of Canton City Public Health in providing a variety of public health services. Serves as the Chief Health Strategist (Public Health 3.0 model) and ensures delivery of Foundational Public Health Services and 10 Essential Public Health Services. Manages a diverse public health staff and department budget. Reports to the Canton City Board of Health.

Essential Duties and Responsibilities:

- 25% **Mission/Vision:** Ensures Canton City Public Health achieves its mission and vision. Ensures that agency guiding values provide the foundation of all public health programs and services, committed to health equity, operate with accountability and are formulated on evidence-based practices. Incorporates the Core Public Health Functions, Local Health Priorities, the Foundational Public Health Services and the Ten Essential Public Health Services into the practice of the agency. Implements the health department objectives through the coordination and oversight of division directors and staff. Provides expertise, leadership and direction to guide decision making. Ensures advancement of health equity as a central focus of essential local public health services.
- 25% **Leadership/Management:** Serves as the chief executive officer of the public health department. Supports a competent, diverse workforce and an inclusive organizational culture. Recruits, provides or manages training for, and directly supervises staff; evaluates the performance of staff in accordance with established agency procedures. Aids in the development and implementation of policies, procedures and training to promote improved performance and professional development of staff. Cooperatively plans, develops and implements overall public health services and is responsible for the overall operation of the health department and its divisions. Reviews existing programs for efficiency and economy, and implements necessary changes in response to changing population demographics and updates to state and federal laws, rules and regulations.
- 20% **Finance:** Maintains oversight of financial management. Develops, recommends and administers health department budget collaboratively with the division directors and the health department’s Fiscal Manager. Monitors expenditures for compliance with budget mandates. Works closely with Canton City Council relative to budget and funding appropriations. Supervises grant development and administration, including billing, with the division directors and the Fiscal Manager. Researches, finds and develops alternative funding

sources. Negotiates contract services and monitors contractor performance for compliance with program goals and contract provisions, both directly and cooperatively with the division directors and the Fiscal Manager.

- 10% **Ethics and Compliance:** Safeguards the adherence to principles of the ethical practice of public health. Assures compliance with external requirements, mandates, rules and regulations. Maintains agency accreditation status and conformity to Public Health Accreditation Board (PHAB) standards and measures. Establishes and maintains monitoring and evaluation processes to ensure department activities follow state and federal mandates, agreements, policies and regulations. Demonstrates agency accountability through performance management, quality improvement and workforce development. Coordinates and supervises data gathering, evaluation, and reporting through division directors and staff.
- 10% **Community Liaison:** Leads local public health system of partners to align resources to improve population-level health. Coordinates Health Department functions with community, private, and public facilities and agencies. Develops, manages and supports relationships with community partners, academic institutions, local and state-level agencies and public health professional organizations.
- 5% **Spokesperson:** Responds to legislative and media/press inquiries and contacts. Prepares and gives public presentations. Directs the preparation and distribution of press releases and reports by the public information officer and division directors. Serves as Secretary to the Board of Health. Serves as a trusted public health voice when speaking to the media.
- 5% **Advocacy:** Advances the health department's public health policy agenda by building relationships with local and state policymakers and legislators. Has a close working relationship with local, state and federal agencies which provide technical assistance and support for public health services.

Other Duties and Responsibilities: **Emergency Response:** In the event of a public health emergency, serves as incident commander/leader and connects department to local emergency operations.

- Minimum Qualifications:**
- Shall be a licensed physician, dentist, veterinarian, chiropractor, **OR** the holder of a master's degree in public health or an equivalent master's degree in a related health field as determined by the members of the board of health.
 - A minimum of five or more years of experience in senior management or leadership position in a governmental public health department, health-related field, or public service organization.

Knowledge, Skills, Abilities: **Knowledge:** Knowledge of best practices for provision of public health services. Knowledge of applicable regulations, policies and procedures. Strong knowledge of budgeting and finance. Must be familiar with local public health laws/code and the extent of the use of authority in a public health emergency.

Skills: Strong planning, organization and prioritization skills. Excellent verbal and written communication skills. Management and supervisory skills. Exceptional interpersonal skills, diplomacy and tact. Must possess skill in the [Core Competencies for Public Health Professionals](#), including Analytical/Assessment, Policy Development/Program Planning, Communication, Cultural Competency, Community Dimensions of Practice, Public Health Sciences, Financial Planning and Management and Leadership and Systems Thinking.

Abilities: Ability to influence others across departments, directly or indirectly. Ability to effectively use a variety of computer software programs. Ability to exercise considerable tact and firmness in dealing with customers and the public. Ability to work as a team member and team leader. Ability to complete tasks within established deadlines. Ability to effectively process and maintain files and prepare reports. Must possess patience, flexibility and the ability to deal with ambiguity. Must have commitment to health equity and public health, interest in advancing policies that promote and improve health outcomes and focus on strengthening local public health and public health infrastructure. Ability to use systems-level analysis.

**Minimum
Credentials:**

The following credentials must be acquired and maintained prior to initial hire:

- Possess a valid driver's license and access to a motor vehicle.

The following credentials must be acquired and maintained. These credentials are not required upon initial hire but are required to be acquired after hiring within 6 months.

- **Licenses/Certifications:** Have or acquire certification in National Incident Management Systems (NIMS) Incident Command Systems (ICS) levels 100, 200, 300, 400, and 700 within six months of appointment.

Work Setting:

The work setting is primarily in a typical office environment. Requires frequent meetings with department personnel, other city departments and officials and members of the community. Meetings will often occur outside of the department offices in the community. Will require frequent adjustments to a typical work schedule to accommodate the needs of the community. Requires occasional travel outside of the area for training, meetings and conferences.

**Key
Competencies:**

The following Council on Linkages Core Competencies (Adopted October 2021) for this position include:

- Analytical and Assessment Skills: Tier 2
- Policy Development and Program Planning Skills: Tier 2
- Communication Skills: Tier 2
- Cultural Competency Skills: Tier 2
- Community Dimensions of Practice Skills: Tier 2
- Public Health Sciences Skills: Tier 2
- Financial Planning and Management Skills: Tier 2
- Leadership and Systems Thinking Skills: Tier 2



Position Description

Canton City Public Health
FINAL

A copy of the description of the core competencies can be found here:
[https://www.phf.org/resourcestools/Documents/
Core_Compencies_for_Public_Health_Professionals_2021October.pdf](https://www.phf.org/resourcestools/Documents/Core_Compencies_for_Public_Health_Professionals_2021October.pdf)

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus
- Accountability
- Equity, Ethics and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

Compensation: This is a Civil Service classified position. Compensation is determined by the Board of Health compensation plan. This position takes part in a pension plan from the Ohio Public Employment Retirement System. Eligible for health insurance (medical, dental, vision, life), paid sick leave, paid vacation and paid holidays.

Approval: This position description was approved by the Board of Health on: July 24, 2023

Revision History: Dates of prior approved versions:

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name