



# JACKSON COUNTY HEALTH DEPARTMENT EMPLOYMENT OPPORTUNITY



## Public Health ADMINISTRATOR

Jackson County Health Department (JCHD) is a progressive local health department and regional leader and is seeking an enthusiastic professional to assume Administrator duties. Position works with a robust regional health network and several community coalitions with representatives throughout the public health system. Position also offers extensive opportunities to work with a variety of University students and faculty through mentoring and internship programs.

With a population of 52,000, Jackson County is in the heart of beautiful country that offers diverse outdoor opportunities but is also less than two hours from the St. Louis metro area. Jackson County is also the home of Southern Illinois University-Carbondale.

JCHD is an Illinois Department of Public Health Certified Local Health Department and provides public health clinical services, environmental health services and community health education to the citizens of Jackson County and Southern Illinois. It is the lead agency for HIV services covering a 19-county area.

### KEY JOB DUTIES:

- The Administrator ensures successful accomplishment of the agency's mission including fiscal, personnel, public health programming, grant management, and the development of the agency's strategic plan.
- Position requires a strong public health background, solid knowledge of finance and budgeting, excellent communication skills, excellent leadership and motivational capabilities and ability to manage a professional staff of 45 employees.
- The Administrator reports to the Board of Health and works collaboratively with both the Board of Health, an experienced management team, and Jackson County government for the benefit of the community.

**Salary:** \$89,000.00 but may be negotiable based upon qualifications and experience. Excellent benefit package accompanies base salary.

### Minimum Qualifications and Experience:

- Master's degree from an accredited university in public health, public administration, nursing, environmental health, community health, or health education, or other related field and two years of full-time administrative experience in public health; or
- A bachelor's degree from an accredited university and four years of full-time administrative experience, of which at least two years must be in public health.

Qualified interested candidates should e-mail a resume with cover letter and professional references to:  
**[heatherm@jchdonline.org](mailto:heatherm@jchdonline.org)** or mail them to:

Jackson County Health Department  
Attn: Heather L. Manis  
PO Box 307  
Murphysboro, IL 62966

**Submissions must be received by 4:00 pm on June 28, 2024.**

Confidential inquiries may be directed to Heather at (618) 684-3143 x 102.

**JCHD is an Equal Opportunity & Affirmative Action Employer**

We are committed to providing reasonable accommodations to individuals with disabilities in the employment application process. Candidates who need an accommodation due to a disability for any part of the application or hiring process should contact Human Resources at (618) 684-3143, ext. 102.