



Position: Public Health Manager

Salary: \$104,063.43-156,095.74/annual

***Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.**

NATURE OF WORK:

This position is responsible for providing dynamic leadership and serves as a change agent in the delivery of Public Health programs that improves the overall health of the general population. This position will plan, direct, supervise staff who administer public health activities and programs of the Health and Human Services Department. As the Public Health Manager, the position will apply professional, analytical, technical and managerial expertise to evaluate the impact of public health and environmental health programs. The Public Health Manager will interpret complex environmental and health data and recognize the issues and concerns of public health within the community. The position will provide appropriate training for staff as needed and set goal and objectives for staff to reach. The Public Health Manager will be responsible for hiring and the supervision of interns and volunteers for public health programs. Position is under the supervision of the Director of Public Health.

The Public Health Division under the management of the Public Health Manager provides public health and environmental health assessments and case management in lead hazard/poisoning prevention programs, tobacco and opioid prevention and education, inspection of restaurants, temporary food events, daycares and schools, emergency preparedness and response, beach water quality testing and monitoring, rodent control, air quality assessments, nuisance abatement, population health surveillance and assessment and planning, policy recommendation and proposals. The candidate for the position must have experience and knowledge of environmental health programs and operations. The position will implement programs and generally supervise daily program activities.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Make policy decisions and program development subject to administrative approval and initiates plan for public health programs based on environmental and public health standards, laws and regulations.
- Responsible for planning, oversight, evaluation, and provision of public health and/or service delivery within various specialized public health programs.
- Plans, assigns, and directs the work of professional and paraprofessional personnel and interns to ensure effective program operations.
- Researches and analyzes data on public health needs and available resources thereby implementing new programs and program changes.
- Determines staffing needs, makes work assignments, conducts and/or facilitates staff training and development of programs; evaluates employee performance.
- Participates with the Director in budget development and review of fiscal operations for programs and staff; monitors and manages program budgets, grants including preparing reports.
- Possess in-depth knowledge and expertise in environmental and public health programs and conducts inspections as required for all inspection programs.
- Plans and implements annual goals, objectives, and strategies for field and administrative operations.

- Prepares detailed and comprehensive reports and recommendations; attends, addresses and presents at public forums such as Ward meetings, Committee meetings and the City Council.
- Develops administrative methods for the purpose of achieving effective and efficient operations of department programs.
- Maintains and upgrades professional knowledge, skills and development by attending seminars and training programs and keeping up –to- date on current legislative matters related to Public health programs.
- Participates with state and local organizations to promote and coordinate Public Health care services; serves as liaison with other local health departments and divisions, government agencies and community groups.
- Disseminates and maintains relevant public health information through various communication channels such as e-newsletters, website, social media and so forth.
- Work will be directed by Department goals, City Council goals, Evanston Project for the Local Assessment of Needs (EPLAN) and grant mandated activities.
- Participates in after-hours emergency and communicable disease on-call support.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a bachelor’s degree from an accredited college or university, with at least 30 credit hours of scientific coursework in a related field like Biology, Public Health, Health Sciences, Nursing, Epidemiology, Health Management and/or Healthcare administration. A minimum of five (5) years of supervisory and administrative experience would provide the required knowledge and skills to perform the responsibilities of this position

OR

- Possession of a Master’s degree in Public Health, Health Sciences, Health Management, Biology, Epidemiology, Nursing or Public Administration or a related field with at least two (2) years of supervisory and administrative experience is preferred.
- Must be an Illinois licensed Environmental Health Practitioner or willing and able to obtain the certification within 12 months of hire and maintain it as a condition of employment.
- Must possess a valid driver’s license with a safe driving record.
- Must be willing and able to obtain a Food Service Sanitation Manager’s Certification within 12 months of employment and maintain it as a condition of employment.
- Must be willing and able to obtain a State of Illinois Lead Assessment/Inspector License and General Pest Control License within 12 months of employment and maintain it as a condition of employment.
- Knowledge, skills, and abilities in the following areas:
 - Experience in program management and improvement in a variety of public health or similar programs.
 - Experience in policy development/program planning skills.
 - Ability to support diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
 - Knowledge and experience developing multi-year plans scaled appropriately for the organization and development of metrics for program evaluation.
 - Excellent verbal and written communication skills.

- Ability to work and reason independently as well as within a team.
- Self-starter, professional, with strong interpersonal skills. Strong customer service skills and the ability to deal positively and effectively with the general public and other staff and individual agencies or persons.
- Possess substantial knowledge regarding equity, inclusion and cultural awareness.
- Ability to establish and maintain effective working relationship with internal staff as well as the City of Evanston as a whole at all levels including external partner organizations and vendors.
- Ability to utilize minimum reasoning ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, including the ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

PHYSICAL REQUIREMENTS OF WORK:

Medium work: Will exert up to 50 lbs. of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly. Physical demands will also include the ability to balance, stoop, kneel, crouch, reach, handle, finger, and feel objects. The worker is subject to both Environmental Conditions: Activities occur inside and outside in approximately equal amounts. Hazards: Conditions or situations where there is danger to life, health, or bodily injury.

SUPERVISION:

Under supervision of the Public Health Director, assignments for this position may vary. Assignments can be either verbal or written, with employee determining proper procedure and work methods and is responsible for completing the work according to City work rules and safety regulations. The employee is responsible for prioritizing work tasks, and for identifying and utilizing appropriate resources to resolve a problem or situation. Work performance is reviewed through observation, written and verbal communication, and completion of projects, reports, conferences and meetings. Guidance is provided through the State Code, City Code, departmental policies, City operating practices and procedures, union contracts, personnel rules and other resources as applicable to specific projects assigned. Work is evaluated at least annually, with respect to customer service and performance in accordance with this classification standard.

PUBLIC CONTACT:

The individual will have regular contact with diverse groups of people including elected officials, business owners, the general public and City employees

SELECTION METHOD

Structured Oral Interview

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any

person needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).