

NOTICE OF VACANCY

Posted December 22, 2016

JOB TITLE: DIVISION HEAD/HEALTH OFFICER

JOB STATUS: Unclassified/Non Represented

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

PHYSICAL LOCATION: 201 Wheatsworth Road, Hardyston, NJ

DATE OF VACANCY: Current

SALARY RANGE: \$102,506 to \$159,294 (2016)

CLOSING DATE FOR APPLICATIONS: January 1, 2017

TENTATIVE START DATE: To be determined

MINIMUM REQUIREMENTS:

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. Masters degree or Doctorate in one of the above disciplines preferred.

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

Possession of a valid Health Officer License issued by the New Jersey Department of Health and Senior Services

Appointees 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.

JOB DUTIES:

Under direction, recommends local public health policies; plans, develops, coordinates and directs the work program of a County Health Department.

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 diseases reported within the 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 food and drug establishments to assure compliance with the law.

Review proposed State Environmental Health and Safety Legislation.

Develop Local Health and Environmental legislation for local governing bodies. i.e. Boards of Health and Township Committees.

Direct the enforcement process of environmental court actions, criminal prosecution and coordinate with New Jersey Division of Criminal Justice and Sussex County Prosecutor's office when necessary.

Program responsibilities include: Environmental Health, Public Health Nursing, Chest Clinic, Mosquito Control, Medical Examiner, Fire Marshall, Special Child Health Services, County Hazardous Materials (HAZMAT) Unit, County Bioterrorism Program, Right to Know Program, Clean Communities Program, and Community Environmental Health Act (CEHA) Program.

RETURN COMPLETED APPLICATIONS TO: (on Standard County Application Form)

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

