

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

AVAILABLE POSITION

Position: Sanitarian Program Manager

Position to be filled: April 30, 2018

Salary: \$53,968.00 annually

Reports to: Program Supervisor

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Minimum Requirements:

- Bachelor's degree with science related coursework (i.e., biology, chemistry, geology, and/or environmental health).
- Minimum of three years of experience as Sanitarian.
- Valid State of Ohio Sanitarian registration in accordance with Chapter 4736 of the Ohio Revised Code.
- Valid State of Ohio driver's license and insurance at the time of appointment.
- Good interpersonal relationship skills including cultural sensitivity and competence.
- Proficiency with use of PC hardware and basic software (i.e. Microsoft Office).
- Ability to serve as a member of a team and act in the role of team leader.
- Proficiency with use of databases for data querying and reporting.
- Ability to assist in the development of program budgets and monitoring of revenue/expenditures.
- Demonstrated knowledge of local, state and federal regulatory standards.
- Effective grant writing methods.

Preferred Qualifications:

- Experience working in various general Environmental Public Health programs, including Swimming Pools & Spas, Bathing Beaches, and Body Art (Tattoos & Body Piercing).
- Previous experience coordinating or managing a state-mandated Environmental Public Health program.

Responsibilities:

May include but not limited to:

- Performs routine inspections on various premises, within assigned programs to ensure compliance with applicable federal, state and local laws and regulations.
- Provides programmatic guidance to other staff during investigations.
- Coordinate services provided to contract communities.
- Investigates complaints to mitigate potential for illness outbreaks and other threats to public health and safety.
- Collects and prepares samples for analysis to detect evidence of contaminants. Documents results of analysis and prepares reports for submission to appropriate parties.
- Educates operators, community officials and the general public regarding all aspects of environmental public health.
- Assembles and disseminates appropriate public health program safety information materials.
- Interacts with community officials to advise of public health related issues and to address contributing concerns.
- Directs the public to local and state educational resources.
- Prepares and maintains records related to inspection activities and compiles data for further processing, for use in preparation of reports, or for enforcement activities.
- Represents CCBH on internal and external committees and participates in CCBH initiatives for program improvement. May be asked to represent CCBH on a state level.
- Assists in the research, establishment, maintenance, improvement and evaluation of environmental health programs.
- Assists in conducting and monitoring essential program functions including budgeting, licensing, cost methodology, etc.
- Assists in the research, application submittal and attainment of grant funding where available for specific programs. Assists with management of compliance with grant requirements.
- Perform other duties as requested by Supervisor, Deputy Director and/or Director.
- Participates as needed or requested in the event of any public health emergency.

Forward pre-employment application to:

Human Resources
Cuyahoga County Board of Health
5550 Venture Drive,
Parma, Ohio 44130
Email – hr@ccbh.net

Deadline to Apply: March 12, 2018

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website, www.ccbh.net. Please submit your resume along with your application.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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