

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

## POSITION AVAILABLE

**Position:** Deputy Director

**Position to be filled:** June 13, 2016

**Salary:** \$68,198 annually

**Reports to:** Director

**Hours:** Mon. – Fri., 8:30 a.m. to 4:30 p.m.  
Evenings/weekends as needed

### **Minimum qualifications:**

Bachelor's degree in Environmental Health, Public Health or related field; six (6) years of experience involving Public Health program development and administration; or an equivalent combination of education, training, and experience. Valid driver's license with ongoing proof of state mandated auto insurance.

### **Preferred qualifications:**

1. Advanced degree in public health or related field.
2. Experience in managing and administering environmental public health programs, including the development and monitoring of budgets.
3. Experience working in collaborative public health initiatives involving multiple stakeholders.
4. Experience supervising professional public health staff.
5. Effective oral and written communication skills.
6. Ability to work cooperatively in a management team environment.

### **Responsibilities:**

Responsibilities will be delegated by Director of Environmental Public Health.

Will work closely with Director to:

1. Provide administrative oversight of service area programs and services.
2. Direct personnel management activities.
3. Provide fiscal oversight of service area budgets.
4. Assist in the development of policies, quality assurance & improvement activities.
5. Assist in service area or agency-wide strategic planning.
6. Coordinate and promote services and activities with other service areas.
7. Serve as a representative of the organization on committees, boards, and commissions.
8. Manage/participate as needed or requested in the event of any public health emergency.
9. Represent the service area in the absence of the Director.

### **Forward pre-employment application to:**

Human Resources  
Cuyahoga County Board of Health  
5550 Venture Drive  
Parma, Ohio 44130  
Email – [hr@ccbh.net](mailto:hr@ccbh.net)

### **Deadline to Apply: 4:30 p.m. April 4, 2016**

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](http://www.ccbh.net). Please attach your resume.

*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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