

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Position: Public Health Sanitarian Supervisor (Food Protection Program)

Position to be filled: December 11, 2017

Starting Salary: \$61,959 annually

Reports to: Deputy Director

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

Minimum Requirements:

1. Bachelor's degree with science related coursework (i.e., biology, chemistry, geology, and/or environmental health)
2. Minimum of five years of Sanitarian experience, including experience as a Sanitarian Program Manager or equivalent
3. Valid State of Ohio Sanitarian registration in accordance with Chapter 4736 of the Ohio Revised Code. Based on programmatic responsibilities, additional licensures (i.e., Ohio Pesticide Applicator's license, pool CPO certification, lead risk assessor, lead abatement contractor, ServeSafe instructor, etc.) may be required to be secured within 90 days of employment.
4. Valid State of Ohio driver's license and insurance
5. Demonstrated ability to supervise staff, encourage innovation and support critical thinking.
6. Mathematical aptitude necessary to develop program budgets and monitoring of revenue/expenditures.
7. Proficiency with use of PC hardware and basic software (i.e., Microsoft Office), email, and use of other basic office equipment. Strong proficiency with Microsoft Excel.
8. Strong customer service, verbal and written communication skills and effective presentation skills. Good interpersonal relationship skills including cultural sensitivity and competence.

Responsibilities:

Will include, but NOT limited to:

1. Provides direction and leadership to staff as they perform regular, independent inspections within assigned programs to ensure compliance with applicable federal, state and local laws and regulations.
2. Monitors the investigation of complaints to mitigate potential for illness outbreaks and other threats to public health and safety. Provides overall guidance to staff during investigations.
3. Reviews all reports (dailies, mileage, inspection, program summaries, enforcement recommendations, etc.) and provides authorization for submission to appropriate parties.
4. Monitors and ensures that operators and the general public receive appropriate education on pertinent environmental health programs and prevention techniques.
5. Coordinates research, establishment, maintenance, improvement and evaluation of environmental health programs. Implements service area goals, policies, and procedures.
6. Participates in professional development activities (i.e., trainings, conferences, etc.) to remain abreast of the most current public health issues, programmatic inspection and investigation practices and procedures.
7. Leads the research, application submittal and attainment of grant funding where available for specific programs. Manages compliance with grant requirements.
8. Performs other duties as requested and/or assigned by the Director/Deputy Director.
9. Participates as requested or needed 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: November 6, 2017

Internal applicants must submit a resume and cover letter to Human Resources via email at hr@ccbh.net

Please print and complete the pre-employment application available on our website,
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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