



Part-Time Public Health Administrator

The Schuyler County Health Department is seeking a part-time Public Health Administrator to oversee all agency business including fiscal, personnel, and health care services to provide quality public health services to citizens of Schuyler County and the surrounding area. This position requires excellent leadership, communication skills, knowledge of and experience with grants-federal, state, and local, finance and budgeting, computer skills, ability to manage a professional staff and the ability to work independently.

Responsibilities include (see also job description):

- Writing and managing federal, state, and local grants
- Developing and managing an annual budget, present budget to board for approval
- Collaborating with state and community agencies, the County Board, news media, and citizens of the county
- Apprising the Board of Health of department activities, plans, and concerns
- Keeping up to date on new practices and programs in public health
- Hiring, training, and firing staff as needed according to department policy
- Serving as the HIPAA and FOIA officers
- Other duties assigned by the Board of Health

Education/Experience Requirements:

Applicants must meet requirements set forth in the Administrative Code Title 77 (see site below)

<http://www.ilga.gov/commission/jcar/admincode/077/077006000C03100R.html>

Section 600.310 Public Health Administrator

- a) The Public Health Administrator shall possess, at a minimum, the following education and experience:
 - 1) A master's degree in public health from a college or university accredited by the North Central Association or other regional, nationally-recognized accrediting agency and two years of full-time administrative experience in public health;
 - 2) A graduate degree in a related field from a college or university accredited by the North Central Association or other regional, nationally-recognized accrediting agency, which may include but shall not be limited to a master's degree in public administration, nursing, environmental health, community health, health education, and two years of full-time administrative experience in public health; or
 - 3) A bachelor's degree from a college or university accredited by the North Central Association or other regional, nationally-recognized accrediting

agency, and four years of full-time administrative experience, of which at least two years must be in public health.

Credentials must be submitted to IDPH for approval.

Salary

Starting salary will be commensurate with qualifications and experience.

Resumes and Applications will be accepted until position is filled. Review of applications will begin immediately. Applications are available on our website at www.schuylercountyhealth.com or at the Schuyler County Health Department, 233 N. Congress St., Rushville IL. Please submit application and resume to Lynnette Cale, Administrator at LCale@casscomm.com.

The Schuyler County Health Department is an Equal Opportunity Employer.