



Mercer County Job Announcement

Dan Benson, County Executive | Board of County Commissioners

Assistant Health Officer

OVERVIEW

The County of Mercer seek a candidate for the position of Assistant Health Officer. The Mercer County Division of Public Health is committed to ensuring an environmentally safe and secure community for Mercer County residents. The Division is a designated Local Information and Communications Network System (LINCS) and County Environmental Health Act (CEHA) agency under the direction of the New Jersey Department of Health and Senior Services (NJDHSS) and the New Jersey Department of Environmental Protection (NJDEP). In addition, the Division is recognized as the lead agency for the Right to Know (RTK) program governed by the NJDHSS and NJDEP. In addition to the core LINCS and CEHA grants, over the years the Division has undertaken the responsibility of several other public health and emergency response grants with both long- and short-term opportunities and is also now part of the newly formed Department of Public Health and Safety.

The Assistant Health Officer will assist the Health Officer in the planning, developing, coordinating, and directing of the work programs of the Mercer County Health Department, and the enforcement of public health laws within the municipality, supervises staff, and will assume other related duties, in the absence of the County Health Officer.

RESPONSIBILITIES

- Assist the Health Officer in recommending local health policies and programs.
- Collaborate with other community partners to develop effective plans and methods to protect and improve the health of the community.
- Manage and oversee the Health Department's quality improvement and control processes including managing department efforts toward NACCHO accreditation.
- Direct and coordinate the inspection, investigation, legal and other measures required by local and state health laws.
- Prepare grant applications and manage grant deliverables.
- Plan and direct the measures required to abate public health nuisances.
- Plan and direct the measures required to control and prevent communicable diseases.
- Develop and update public health emergency response plans.
- Plan and direct measures required during a public health emergency.
- Investigate or direct the investigations of contacts and contagious diseases.
- Review and approve applications and plans including but not limited well systems, source B systems, solid waste facilities, and other environmentally based facilities.

- Supervise inspections and investigations conducted under the County Environmental Health Act.
- Prepare correspondence and reports as needed.
- Supervise the establishment and maintenance of records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

SKILLS/ABILITIES

- Knowledge of Federal, State and local public health laws, rules, regulations, ordinances, policies, standards and procedures and their application to specific situations.
- Ability to organize assigned public health work.
- Ability to analyze and interpret public health law, regulations, rules and procedures and apply them to specific situations.
- Ability to communicate effectively with all levels of employees, clients, the public, community partners and state officials.
- Ability to speak in public and effectively facilitate a group meeting.
- Ability to maintain and establish effective working relationships with citizens, physicians and others on health matters.
- Ability to provide assignments and instructions to staff and to supervise the performance of their work.
- Knowledge of the principles of epidemiology and communicable disease.
- Knowledge of New Jersey's regulations for safe drinking water public non-community systems design and installation inspections.
- Knowledge of public health emergency response procedures and the Incident Command System.
- Knowledge of the principles of public health planning and community engagement.
- Ability to prepare correspondence and reports and to establish and maintain records and files.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered acceptable forms of communications.

REQUIREMENTS

- Possession of a valid Health Officer License issued by the New Jersey Department of Health and a valid New Jersey driver's license.
- At least three (3) years of experience in a local governmental public health setting.
- At least one (1) year of supervisory experience.
- Working knowledge of State and County public health laws and requirements.

NOTE: Under certain circumstances, or upon request, eligibility may be restricted to qualified physicians only, who possess a valid Health Officer's License issued by the New Jersey Department of Health and Senior Services, or to individuals who possess a doctor or master degree in a health-related field, such as medicine, osteopathy, veterinary medicine, public health, environmental science, health administration, social work, nursing, or health education and a valid New Jersey Health Officer's license.

WORKING HOURS:

Full Time

TO APPLY:

Candidate would be subject to all New Jersey Civil Service regulations. Mercer County residency is required within one year of employment. Send application, resume and cover letter to: Alejandra M. Silva, Acting Personnel Director, Mercer County Administration Building, 640 South Broad Street, PO Box 8068, Trenton, NJ 08650-0068 or via e-mail to personnel@mercercounty.org.