Calloway County Health Department

602 Memory Lane

Murray, KY 42071

(270) 753-3381, (270) 753-8455 fax

PUBLIC HEALTH DIRECTOR I

The Calloway County Health Department is accepting applications for a full-time Public Health Director I. This position will begin on 8/3/15. General Duties include: Serves at the discretion of the Board of Health. Responsibilities for the position include, but are not limited to; Directs the personnel of a local health department in providing a variety of public health services (medical, environmental and supportive services) to the community served by the department as appointing authority. Approves and monitors program plans. Evaluates employee job performance and directs personnel actions. Develops and maintains appropriate administrative procedures and policies. Provides reports to the Board of Health. Promotes the services of the health department within the community and attends various meetings at the local, regional, and state level. Performs a variety of tasks such as planning, financial management, organizing and measuring performance of staff in a single county. Assesses and analyzes the health status of the county. Has a close working relationship with state agencies which provide technical assistance and support and may include direct payroll and accounting assistance. Incorporates the Core Public Health Functions and ten essential services of Public Health into the practice of the agency. May serve as secretary to the Board of Health. Typically supervises 10-30 employees.

Minimum Education, Training and Experience Requirements: Master’s Degree, from an accredited college or university in Business or Public Administration,
Health Administration, Public or Community Health, Social Science, Nursing, Education or other related degree. Must have three (3) years of experience in Public Health or other health related occupations, one (1) of which must have been in a supervisory or management capacity.

**Substitution for Education:** A Bachelor’s Degree, from an accredited college or university in Business or Public Administration, Health Administration, Public or Community Health, Social Science, Nursing, Education or other related degree with two (2) years of experience in Public Health or health related field will substitute for the required education.

**Salary Range:** $25.76 - $33.28 per hour negotiable with additional experience and a 5% increase upon successful completion of the probationary period. Grade 26. Excellent fringe benefit package that includes retirement and health insurance.

**Applications** may be obtained at the Calloway County Health Department, 602 Memory Lane, Murray, KY 42071 or [http://chfs.ky.gov/dph/lhdapp.htm](http://chfs.ky.gov/dph/lhdapp.htm).

Completed application and transcript must be received by close of business on **May 8, 2015** to Calloway County Health Department, Attention: Stephanie Hays, 602 Memory Lane, Murray, KY 42071. Resumes will not substitute for completed application. Qualified applicants are subject to a pre-screening and selection for interview. A criminal background check may be required prior to the interview process and will be required prior to an offer of employment. Calloway County Health Department is an Equal Opportunity Employer.