



POSITION AVAILABLE

Position: Chronic Disease Prevention Senior Manager
Office: Health Promotion
Department: Chronic Disease Prevention

Posting Date: September 23, 2022
Hours: Full-time, M-F 8:00 a.m. – 4:30 p.m.
(may include evenings and/or weekends)
Starting Salary: D61/\$34.65/hour - \$52.03/hour
\$72,072.00 - \$108,222.40/ Annual
*** Salary commensurate with experience***

Position Summary:

Under the direction of the Director for the Office of Health Promotion, the Chronic Disease Prevention Senior Manager is responsible for providing oversight and guidance to bureau programs to enhance operational efficiency and improve service.

Minimum Qualifications:

- Bachelor’s degree with 10+ years of combined relevant experience or Master’s degree in Public Administration, Public Health, Management, or related field.
- Five (5) years’ supervisory experience, three (3) years’ experience with budgets/fiscal management; three (3) years’ experience in planning and development, and four (4) years’ experience in public health education.
- Required to play an active role during a public health emergency, crisis, outbreak, incident, or event in which the Health Commissioner deems additional personnel resources are warranted. This may include changes in responsibilities and working locations/hours.
- Understands and acknowledges that Public Health - Dayton & Montgomery County is an evidence-based and evidence-informed public health practices based on scientific research including health promotion theory and practice, environmental health measures, and communicable disease control measures including vaccination, isolation, and quarantine practices, and medicine for treatment and prevention of disease, among others.
- Understands and acknowledges the use of tobacco or nicotine products in any form including replacement therapy products and prescription medications used to treat smoking addiction for any anyone hired after January 1, 2014, is prohibited.
- Completion of ICS 100 and 200 within 90 days of hire.
- Valid State of Ohio driver's license and insurance on any personal vehicle that will be used for work.

Preferred Position Qualifications:

- Master’s degree in Public Administration, Public Health, Management, or related field.
- 2 years of grant writing experience.
- 2 years of Project Management experience.

Responsibilities include but not limited to:

- Supervises a staff of four direct reports by assigning tasks and identifying problems and resolutions; provides leadership through professional development training, coaching, discipline, accountability, evaluating and serving as a liaison between staff and departments. Conducts individual and departmental/program meetings. Approves timecards and time off requests for direct reports.
- Oversees and guides implementation of plans, strategies, objectives, programs, and services as directed by Office Director.
- Develops and directs implementation of plans, goals, and objectives for the department. Ensures allocation of resources to meet goals.
- Evaluates, develops, and engages in problem solving, department workflow(s), program dashboards, and departmental policy. Reviews and edits department work products. Prepares and submits program reports as required for program status and outcomes.
- Oversees financial activities for the department and is responsible for approving budgets and/or program spending. Monitors department revenue.
- Ensures compliance with state and local regulations. Evaluates and monitors changes to laws and regulations impacting the department(s). Implementation of rules, codes, and policies.
- Chairs and/or participates on various internal and external committees representing the agency. Builds and fosters collaborative relationships. Liaison and resource for community, staff, and stakeholders.
- Works on special projects to support agency and department goals, mission, vision, values and objectives through data collection and data analysis.
- Participates on interview panels and plays an integral role in the candidate selection process.
- Attends Board of Health meetings to report out on department programs and services.
- Represents the agency in the event of an emergency.

PHDMC provides a quality, affordable and competitive package to full time employees, including the following:

- Vacation, sick and personal leave
- Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)

How to apply:

- Complete the application found on our website: www.phdmc.org/about/employment-postings
- Fax, email, or deliver the completed application and resume to Human Resources at:
Public Health – Dayton & Montgomery County humanresources@phdmc.org
117 South Main Street, 2nd Floor Fax: (937) 496-3070
Dayton, Ohio 45422

Closing Date to Apply: October 7, 2022, or until position is filled.

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

Applicants who do not support and promote Public Health evidence-based and evidence-informed public health practices shall not be considered for employment.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION (“BFOQ”).