



Public Health
Prevent. Promote. Protect.
Dayton & Montgomery County

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

POSITION AVAILABLE

Position: Supervisor Bureau Chronic
Disease Prevention

Department: Chronic Disease

Office: Health Promotions

Posting Date: November 26, 2018

Hours: Full Time M-F 8 am – 4:30 pm

Starting Salary: A58 \$32.61/hour - \$44.83/hour
\$67,828.90 - \$93,246.40/Annual **

*** (Salary Commensurate with experience)*

Minimum Qualifications:

- Master's Degree in Public Health, Public Administration, Health Education or related field with five years of related supervisory experience or Bachelor's degree in Public Health, Public Administration, Health Education or related field with seven years of related supervisory experience
- Proficient with Microsoft Office, Word, Excel and PowerPoint
- Current valid Ohio driver's license & access to a motor vehicle

Responsibilities include but not limited to:

- Responsible for directing, planning, and supervising staff assigned to a broad scope of services provided by the Bureau of Chronic Disease Prevention (Creating Healthy Communities, Get-Up Montgomery County, Creating Healthy Communities, Tobacco Prevention, Diabetes Management and Prevention, Violence Prevention)
- Ensures program goals and objectives are obtained
- Evaluates program requirements to ensure services/programs are meeting the needs of the community and vulnerable population
- Oversees and directs the development of the Bureau's strategic plan
- Provides administrative oversight for compliance with Ohio Department of Health and ensuring grant requirements are met
- Meets with supervisors to ensure integration of service delivery and program requirements are met
- Completes performance evaluations, determine goals and objectives for staff and monitoring performance
- Handles employee problems and makes recommendations for appropriate level of discipline if needed
- Consults with Office Director regarding policy development, planning, coordination of service and other public health issues
- Oversees budget and fiscal activities
- Researches potential funding opportunities and coordinates new department initiatives
- Serves on community committees and represents agency
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

How to apply:

Complete the application found on our website: www.phdmc.org/about/employment-postings

- Fax, email, or deliver the completed application to Human Resources at:

Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422

humanresources@phdmc.org

Fax (937) 496-3070

Deadline to Apply: December 13, 2018 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.

PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER COMMITTED TO HIRING A DIVERSE AND INCLUSIVE WORKFORCE