

**POSITION DESCRIPTION
COUNTY OF BROWN, INDIANA**

POSITION: Health Officer
DEPARTMENT: Health
WORK SCHEDULE: As scheduled
JOB CATEGORY: SO (Special Occupation)

DATE WRITTEN: July 2021
DATE REVISED: October 2021, January 2025

STATUS: Full-time
FLSA STATUS: Excluded

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Brown County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Health Officer for the Brown County Health Department, responsible for overseeing daily functions of the Department and performing duties according to Indiana Code.

DUTIES:

Ensures proper application of medical principles for Department activities according to Standard Medical Practice.

Supervises and directs assigned staff, including analyzing workload, reviewing position documentation for newly created or revised positions, interviewing candidates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating assigned staff, keeping supervisor and staff informed, and communicating and administering personnel programs.

Reviews and signs Administrator time sheets.

Administers Department operations, including overseeing personnel, reviewing policies and procedures with staff members, establishing lines of authority, delegating responsibilities, and holding staff meetings to review Department operations and share professional information.

Recommends and provides input for long term goals and establishes and carries out short term goals. Works with Brown County Board of Health, formulating general health policies and ordinances and developing operating policies and procedures for the Health Department.

Ensures proper enforcement of all State and local laws, ordinances and regulations governing health issues and services, including monitoring changes in legal requirements, assessing operations, and developing, revising and implementing new policies, procedures and programs accordingly.

Oversees development of Department budgets and submission, including overseeing preparation of requests for capital purchase and submission to Board of Health for approval.

Develops fee schedules for policies and procedures related to filling, credit and collections, and implementation.

Manages and oversees Department needs, including providing recommendations for building renovations, purchasing supplies, obtaining estimates for major repairs and authorizing minor repairs, and notifying Board of Health chairperson of emergency repairs.

Represents Brown County Health Department for a variety of purposes and situations, including attending public health and medical conferences, participating in County and other public meetings, and consulting and cooperating with officials from other county, State, and federal departments and health-related agencies.

Responds to public complaints and inquiries, coordinating and/or resolving problems with services, responding to assistance needs, and providing information upon request.

Ensures proper maintenance and filing of all Department records, personnel files, and reports as required by Indiana Department of Health (IDOH), County Health Board, and other government and regulating agencies.

May perform sanitary inspections of buildings and institutions to determine appropriate action in prevention and suppression of diseases.

Serves on a 24-hour call for emergencies and acts as public health spokesperson.

Testifies in legal proceedings or court as necessary.

Performs related duties as needed or required.

I. JOB REQUIREMENTS:

Doctor of Medicine Degree or Doctor of Osteopathy Degree from an accredited medical school with unlimited license to practice from the Indiana State Board of Medical Examiners.

Must be at least 21 years of age.

Thorough knowledge of standard principles and practices of preventative medicine and public health administration, with ability to develop Department policies and procedures accordingly.

Thorough knowledge of federal, State, and local laws and regulations governing Health Department operations, with ability to effectively monitor operations and draft Department policies to assure compliance with all legal requirements.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports within established deadlines.

Ability to effectively supervise and direct assigned staff, including analyzing workload, reviewing position documentation for newly created or revised positions, interviewing candidates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating assigned staff, keeping supervisor and staff informed, and communicating and administering personnel programs.

Ability to ensure proper preparation and administration of Department budget and related financial procedures and controls.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to effectively communicate orally and in writing with co-workers, other County departments, elected and appointed officials, hospitals, medical centers, IDOH, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work independently and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to operate modern office equipment, such as computer, telephone, cell phone, transcriber, copier, scanner, and fax machine.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to analyze and evaluate data, make determinations, and act based on data analysis.

Ability to apply knowledge of people and locations, utilize good judgment in extreme and uncommon situations, and maintain constructive relationships.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to maintain positive community support and coordinate and make public speaking presentations and special events.

Ability to provide testimony in legal proceedings or court.

Ability to occasionally work extended hours, evenings, and/or weekends, travel out of town for meetings, but not overnight, and respond to emergencies on a 24-hour basis.

II. DIFFICULTY OF WORK:

Incumbent performs administrative and executive duties for the Health Department in accordance with generally applicable guidelines, professional standards, and legal requirements, exercising judgment to assess and develop programs and ensure effectiveness of Department operations and compliance with regulations. Incumbent's work includes a broad range of administrative and supervisory duties, often requiring careful analysis and consideration of Department programs, organization, and future development.

III. RESPONSIBILITY:

Incumbent serves as executive officer for the Brown County Health Department, responsible for continual assessment and development of Department programs to provide and promote maximum health protection for County residents. Goals and objectives of incumbent's work are known, with highly unusual problems and/or sensitive situations reviewed with County Health Board as needed. Work is primarily reviewed for compliance with Department policy and legal requirements and continuing quality of Health Department services for Brown County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, elected and appointed officials, hospitals, medical centers, IDOH, and the public for purposes of developing and implementing public health policy and administering health related programs and services.

Incumbent reports directly to Board of Health.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing for long periods, lifting/carrying objects weighing under 25 pounds, bending/reaching, close/far vision, handling/grasping objects, speaking clearly, and hearing sounds/communication.

Incumbent is occasionally required to work extended hours, evenings, and/or weekends, travel out of town for meetings, but not overnight, and respond to emergencies on a 24-hour basis.

VI. OTHER:

The Health Officer position is an appointed position of the Board of Health. Specific job duties and job requirements are established at the discretion of the Board of Health. A person appointed to the Health Officer position serves at the pleasure of the Board of Health and may be terminated by the Board of Health at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Health Officer for the Brown County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name

Health/HealthOfficer