



CITY OF CLEVELAND
Mayor Frank G. Jackson

JOB ANNOUNCEMENT

COMMISSIONER OF HEALTH **Department of Public Health**

DUTIES

Provide administrative and operational support in the planning, directing, and evaluation of all Division of Health components to ensure that resources are utilized effectively and efficiently. Because the Cleveland Department of Public Health is 80%+ grant funded, the role of the Commissioner of Health is central to effective grants management: program, financial, contractual, performance, and communication. Facilitate daily field activity of all staff: collect and analyze applicable performance data and makes corrective actions as needed. Oversee a broad array of programs and services designed to promote, maintain, and improve the health status of Clevelanders. Interpret and enforce those sections of the State and the City law which pertain to public health and disease control. Manage direct medical services, public health nursing, communicable disease surveillance, sexually transmitted disease control, inspection and licensure of medical facilities, laboratory services, chronic disease prevention and treatment, AIDS education and HIV testing and counseling, mental health education, substance abuse treatment, health disparities, infant mortality reduction and operates the Bureau of Vital Statistics.

ESSENTIAL FUNCTIONS:

- Manage Divisional budget including financial reporting, billing for services, internal fiscal control and grants management.
- Oversight of essential programs within the Division including Epidemiology, Mental Health & Substance Abuse, HIV/AIDS Prevention, Office on Minority Health, Nursing, Healthy Cleveland, Vital Statistics, Infant Mortality, Emergency Preparedness, and the medical care and operations of two City health centers.
- Enforce sections of state and local regulations related to public health and disease control, and the timely issuance of inspections, licenses and permits as required. Provide public health promotion and health education campaigns as needed.
- Accountable for ensuring compliance with all grants awarded to and by the Division.
- Ensure accountable program and performance outcomes and design corrective actions as needed.
- Represent the Division in public forums as well as local and national related associations and organizations.

MINIMUM QUALIFICATIONS

- Bachelor Degree in Public Health, Public Administration or related field from accredited four year college or university. Master's Degree in related field preferred. *(Substitution: Two years of full time paid experience in supervision of public health administration may substitute for each year of college education lacking.)*
- Minimum of seven years of paid progressively responsible experience in the supervision of public health administration is required.
- Five years demonstrated experience in grants management is required.
- A valid State of Ohio Driver's License is required.

ADDITIONAL PREFERRED QUALIFICATIONS

- Substantial knowledge of and familiarity with grants management tools and program evaluation methodology.
- Organizational Competencies required include professional writing and editing skills, customer focus, accountability, compliance, personnel management, continuous quality improvement, occupational health and safety, equity and fairness.

Interested candidates should submit a resume to kharden@city.cleveland.oh.us or mail to K. Harden, Department of Human Resources, 601 Lakeside Ave, Cleveland OH 44114. Or you may fax to 216.664.3489.

THE CITY OF CLEVELAND IS AN EQUAL OPPORTUNITY EMPLOYER